

HouseKeeping check list

ENTRY: _____ BID DATE: _____ TIME: _____

NAME: _____ ADVERTISEMENT: _____

ADDRESS: _____ CITY: _____

HOME PHONE: _____ OTHER PHONE: _____ MAP PAGE: _____

MAINTENANCE RATE:

WEEKLY: _____ BI-WEEKLY: _____ TRI-WEEKLY: _____ MONTHLY: _____ OTHER: _____

HOURLY RATE(PER MAN HOUR):\$ _____ **1ST TIME APPROXIMATE:** _____

LIVING:

- ___ DUST/WEBB/EDGE
- ___ VACUUM / FURNITURE
- ___ DAMP MOP FLOOR
- ___ WASH WOOD WORK
- ___ WASH BASEBOARDS
- ___ WINDOWS IN / OUT

DINING:

- ___ DUST/WEBB/EDGE
- ___ VACUUM / FURNITURE
- ___ DAMP MOP FLOOR
- ___ WASH WOOD WORK
- ___ WASH BASEBOARDS
- ___ WINDOWS IN / OUT

ALARM CODE: _____

PETS:INDOOR / OUTDOOR:

ORDER OF THE DAY:

1ST 2ND 3RD 4TH

STUDY:

- ___ DUST/WEBB/EDGE
- ___ VACUUM / FURNITURE
- ___ DAMP MOP FLOOR
- ___ WASH WOOD WORK
- ___ WASH BASEBOARDS
- ___ WINDOWS IN / OUT

DINETTE:

- ___ DUST/WEBB/EDGE
- ___ VACUUM / FURNITURE
- ___ DAMP MOP FLOOR
- ___ WASH WOOD WORK
- ___ WASH BASEBOARDS
- ___ WINDOWS IN / OUT

LABOR TOTAL: _____

CARPET TOTAL: _____

SEAL TOTAL: _____

MISC. TOTAL: _____

SUB TOTAL: \$ _____

FAMILY:

- ___ DUST/WEBB/EDGE
- ___ VACUUM / FURNITURE
- ___ DAMP MOP FLOOR
- ___ WASH WOOD WORK
- ___ WASH BASEBOARDS
- ___ WINDOWS IN / OUT

BEDROOMS:#

- ___ DUST/WEBB/EDGE
- ___ VACUUM / FURNITURE
- ___ DAMP MOP FLOOR
- ___ WASH WOOD WORK
- ___ WASH BASEBOARDS
- ___ WINDOWS IN / OUT

OTHER ITEMS: _____

KITCHEN:

- ___ CLEAN EXTERIOR
- APPLIANCES
- ___ SINK/COUNTERS/BACK SPLASH
- ___ WIPE CABINETS EXTERIOR
- ___ WIPE DOWN MISC COUNTER
- ITEEMS
- ___ VACUUM FLOOR
- ___ WASH FLOOR
- ___ WASH / VACUUM BLINDS
- ___ WASH WINDOWS IN / OUT
- ___ FRIDGE IN / OUT
- ___ OVEN IN / OUT
- ___ STRIP & SEAL FLOOR\$

BATHROOMS:#

- ___ COMMODES
- ___ WASH BASINS
- ___ SHOWER AREAS
- ___ CLEAN COUNTERS
- ___ DEODORIZE
- ___ SANITIZE
- ___ WASH CABINETS IN / OUT
- ___ VACUUM / WASH FLOOR
- ___ WINDOWS IN / OUT
- ___ ACID WASH GLASS
- ___ STRIP & SEAL FLOOR



OTHER SERVICES: VAN MOUNTED CARPET CLEANING - AIR DUCT CLEANING - STRIP/SEAL FLOORS