



Standard Cleaning Checklist

(716) 579-6659

Bathrooms

Sink thoroughly cleaned, disinfected and rinsed
 Tub and / or Shower cleaned, disinfected and rinsed
 Chrome Fixtures cleaned and shined
 Commode disinfected inside / outside, including base and behind
 Vanity top cleaned (more time may be required if items need to be removed/replaced)
 Towels Straightened
 Mirrors Cleaned
 Windowsills / Door frames Dusted
 Trash emptied
 Baseboards dusted or wiped
 Vacuum, Sweep & Damp Mop All Flooring

Kitchens

Counter tops and Backslash cleaned (all item removed / replaced)
 Cabinet fronts spot checked only
 Sinks scrubbed / disinfected and polished
 Floor swept and damp mopped
 Exterior of appliances (oven, microwave, dishwasher, refrigerator, stove-top, hood range) polished
 Additional Charge for inside of appliances (\$30.00 + ea.)
 Small appliances wiped (toaster, coffee pot, blenders, etc.)
 Windowsills / Door frames dusted
 Baseboards dusted or wiped
 Trash emptied
 Dishes washed (please set up procedure with your assistant if applicable)
 Table & Chairs washed/polished

Bedrooms

Carpets vacuumed
 Beds made (linens changed if left out)
 All areas dusted (within reach)
 Picture frames dusted (excessive picture frames may require additional time / fees)
 Mirrors Cleaned
 Windowsills wiped down
 Fingerprints removed from all woodwork, door-frames & switch plates if applicable
 Trash emptied
 Baseboards dusted
 Lampshades dusted

Other Living Areas (including hallways & stairs)

All surface areas dusted (within reach)
 Cushion and Pillows fluffed and straightened
 Hardwood / Tiled floors damp mopped (steam mop available upon request with advance notice)
 Carpeted floors vacuumed
 Baseboards dusted
 Windowsills / Door frames dusted
 Glass tables cleaned
 Picture frames dusted - excessive pictures may require additional time/fees
 Ceiling Fans dusted (if within reach w/ 2 step - step ladder)
 Lampshades dusted

** Please note that hard wood floors vary, depending on foot traffic and previous cleaners used some streaking or filming may occur. Every effort is made to ensure a spotless finish however this is not always possible. Magic Assistants utilizes professional strength cleaners and specialty cleaners based on client's requests.*

** Some dust settling after your cleaning service may be inevitable, Magic Assistants recommends an air filter or purifier to help remove airborne dust particles from the air.*

** Please note that all appointments are time pending based on client's requested budget or needs. Not all items listed may be able to be performed within the time frame allotted to us.*

Deep Cleaning (Also known as Move In/Move Out or Detailed Cleaning)

Includes all items listed above on a standard cleaning package plus the following
Inside of all appliances, if requested
All baseboards scrubbed
Outside of all cabinetry (kitchen, bathroom) cleaned
Cobweb patrol throughout entire home
Fingerprints removed from all switch plates, woodwork and door frames
Fixtures within reach (that are properly/securely attached) cleaned / dusted
Walls dusted if needed
Walls spot checked in commonly used areas for fingerprints, smudges, debris
Furniture vacuumed (tops, sides, underneath if easily moveable)
Railing , Stair Posts, Spindles, hand washed
Radiators / Heating Cents dusted / wiped (outside)
Rooms are cleaned from corner to corner, back to front

** As always Magic Assistants caters to your needs. If there is something not listed please mention this to your cleaning crew and we would be happy to accommodate if at all possible. Deep cleaning's are untimed projects and scheduled in larger teams at a set hourly rate until completion.*