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### Standard Cleaning Checklist

#### 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 / Doorframes Dusted  
 Trash emptied  
 Baseboards dusted or wiped  
 Vacuum, Sweep & Damp Mop All Flooring


#### Kitchens

Countertops and Backsplash 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 / Doorframes 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 / Doorframes 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 is complete is inevitable, Magic Assistants recommends an air filter or purifier to help remove airborne dust particles from the air.*

#### 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. Deep cleaning's are untimed projects and scheduled in larger teams at a set hourly rate until completion.*