

Phone: (509) 928-7202
 Fax: (509) 892-7993



9608 E. Montgomery, Ste. 3
 Spokane Valley, WA 99206

CLIENT NAME: _____ ADDRESS OF CLEANING SITE: _____

COMPANY NAME (if any): _____

PHONE (Hm): _____ (Wk): _____ DIRECTIONS: _____

DATE BOOKED: _____

DESIRED CLEANING DATE: _____

DESIRED START TIME: _____

JOB INSTRUCTIONS: Do not exceed _____ hours
 Take us much time as needed

ENTRANCE: Pick up Key
 Hidden Key
 Meet at site

WHEN EXITING: Lock Doors
 Leave unlocked

CARPET CLEANING: YES NO
 (Carpet cleaning charges are in addition to move-out charges and will be billed separately)

Pets? _____ Smoker? _____ Kids? _____

METHOD OF PAYMENT: Will leave cash or check
 Bill my Visa or MC

SPECIAL INSTRUCTIONS: _____

_____ Exp: _____

Cleaning Priority Checklist

The following is a list of items often requested in a move-in/out cleaning. Please circle the letter to the left of the items

“H” = High
 “L” = Low
 “N” = No

to indicate the priority assigned to that task. In the event that the cleaners run short on time they will complete the high priority items first, then clean the low priority items as time permits. We cannot guarantee how much cleaning or how many high priority tasks can be completed in the available time, but we will do our best.

KITCHEN:

- H L N • Counter tops
- H L N • Sink & fixtures
- H L N • Cupboard doors
- H L N • Inside cupboard & drawers
- H L N • Microwave inside & out
- H L N • Range hood, filter & fan
- H L N • Stove top
- H L N • Clean drip pans
- H L N • Underneath stove top
- H L N • Oven inside & out
- H L N • Refrigerator exterior & grill
- H L N • Refrigerator inside
- H L N • Dishwasher face & sides
- H L N • Sweep & mop floor

BATHROOMS:

- H L N • Shower walls & doors
- H L N • Tub & chrome fixtures
- H L N • Sink & vanity area
- H L N • Cabinet doors
- H L N • Inside cabinets & drawers
- H L N • Mirrors
- H L N • Toilet inside & out
- H L N • Sweep & mop floor

ALL ROOMS:

- H L N • Dust window sills
- H L N • Wipe reachable light fixtures and doors
- H L N • Dust baseboards
- H L N • Dust shelving in closets
- H L N • Wash interior windows (reachable)
- H L N • Wash exterior windows (reachable w/extension pole)
- H L N • Vacuum carpeting
- H L N • Sweep & mop hard flooring

LAUNDRY AREA:

- H L N • Exterior of washer & dryer
- H L N • Inside of washer & dryer
- H L N • Dust shelving/cabinets
- H L N • Sweep & mop floor

This portion will be filled out by AM PM Cleaning, after the cleaning is completed.

UNCOMPLETED ITEMS: _____

Cleaner Signature: _____