jacobgrant | Property Management

Cleaning Report/Bill

Date: _____   Address: _____

	Cleaned	Already Clean	
Bathroom			
• **Tub**, fixtures, and shower enclosure cleaned and gel glossed	☐	☐	
• **Toilet** cleaned inside, and all around outside and on floor and walls	☐	☐	
• All **drawers** and **cabinets** cleaned inside and out	☐	☐	
• **Light fixtures**, **fan cover** removed and cleaned	☐	☐	
• **Mirror and vanity** cleaned polished	☐	☐	Time
• **Switch plates, plugins and heaters** dusted and polished	☐	☐	
• **Floor** swept, scrubbed and polished	☐	☐	
• All **trim boards and window trim** scrubbed clean	☐	☐	
• Spot wash **walls**	☐	☐	_____

Comment: _____

	Cleaned	Already Clean	
Kitchen			
• All **drawers and cabinets** cleaned inside and out	☐	☐	
• Scrub **countertops and backsplash** and polish as needed	☐	☐	
• **Stove**			
o Burner bowls need to be cleaned or replaced	☐	☐	
o Clean stove top including handles and door front	☐	☐	
o All goo and burn on needs to be cleaned from inside stove	☐	☐	
o Clean under stove	☐	☐	
o All oven cleaner wiped off	☐	☐	
• Clean **refrigerator** inside and out.	☐	☐	
• Remove fridge sweep and scrub floor under fridge until clean	☐	☐	
• **Light fixtures** remove and polish	☐	☐	
• **Switch plates, plugins and heaters** dusted and polished	☐	☐	
• **Floor** swept, cleaned and polished	☐	☐	
• All trim boards and window trim scrubbed clean	☐	☐	
• Clean **walls**	☐	☐	_____

Comments: _____

	Cleaned	Already Clean	
Living Room, Family Room, Bedrooms, and utility room			
• Wash all trim, shelves and all 4 walls in **closets**	☐	☐	
• **Light fixtures** (remove) polished	☐	☐	
• **Switch plates, plugins and heaters** dusted and polished	☐	☐	
• All **trim boards and window trim** scrubbed clean	☐	☐	
• Clean **walls**	☐	☐	
• **Vacuum** all carpet including all corners with hose end.	☐	☐	_____
• Comments: _____			

	Cleaned	Already Clean	
Windows throughout whole home/apartment			
• Windows removed if possible. If not, open window to clean	☐	☐	
• **Window frame slide** vacuumed and scrubbed clean	☐	☐	
• **All glass** scrubbed and polished	☐	☐	
• Clean **Blinds**.	☐	☐	_____
• Comments: _____			

Please notify us of anything broken, leaking or otherwise nonfunctional including: **Please check all that apply:**
- Caulking Replacement. ☐ Please note locations below.
- Leaks under sinks, on sink fixtures or anywhere else. ☐
- Notify if we need to replace burner pans on stove top ☐
- Blind replacement. ☐

Please include what, where and any other applicable specifics.

[   ]

With this digital signature I certify that everything in this report is complete and accurate.   Total Time

[   ]   [   ]