



Caring Hands & More LLC

1556 First Ave Suite B
 Iowa City, IA 52240
 Phone 319-337-8922
 Toll Free 866-537-8922

Checklist of Routine Cleaning Duties		
Duty	Date	Initials
GENERAL CLEANING		
Dusting		
Remove cobwebs		
Vacuum all carpets		
Dust ceiling fans		
Clean mirrors and glass surfaces		
Wipe window sills		
Clean glass doors		
Remove garbage		
Reline waste baskets		
Sweep floors		
Mop floors		
BATHROOMS		
Clean/sanitize sinks		
Clean/sanitize tubs, showers, toilets		
Clean mirrors and glass surfaces		
Dust light fixtures		
Mop floors		
Empty trash		
BEDROOMS		
Empty trash		
Make beds		
Dust furniture		
Vacuum floor and under beds		
KITCHEN		
Clean all counter tops		
Clean inside/outside of microwave		
Wipe down cabinet facings		
Wipe top and front of all appliances		
Clean glass doors		
Clean/sanitize sinks		
Sweep floors		
Mop floors		

Client Name _____

Employee Name(s) _____