Town Mountain Maids
COMMERCIAL CLEANING CHECKLIST

Customer Name: _____

Service Date/Time: _____

Additional Notes: _____

Final Inspection Performed By: _____

Customer Inspection Completed: _____

🏠 COMMON ROOMS

REGULAR CLEANING

	Main Office/ Admin Area	Reception/entry	Conference room	Computer Room	Miscellaneous Room	Private Office 1	Private Office 2
Remove cobwebs from lights, baseboards & edges	☐	☐	☐	☐	☐	☐	☐
Clean and buff mirrors and glass	☐	☐	☐	☐	☐	☐	☐
Clean window sills, window frames, and chair rails	☐	☐	☐	☐	☐	☐	☐
Dust furniture and wet clean table tops, phones, keyboards, and mice	☐	☐	☐	☐	☐	☐	☐
Dust lamps, lamp shades, hanging lights, pictures, decor, and shelves	☐	☐	☐	☐	☐	☐	☐

	Main Office/ Admin Area	Reception/entry	Conference room	Computer Room	Miscellaneous Room	Private Office 1	Private Office 2
Dust ceiling fan and fan blades	☐	☐	☐	☐	☐	☐	☐
Clean light switches and door knobs	☐	☐	☐	☐	☐	☐	☐
Dust knick knacks, pictures, and shelves	☐	☐	☐	☐	☐	☐	☐
Tidy area, fold blankets, arrange pillows, etc.	☐	☐	☐	☐	☐	☐	☐
Vacuum, clean, and/or mop floors, getting all the corners & edges	☐	☐	☐	☐	☐	☐	☐

DEEP CLEANING

	Main Office/ Admin Area	Reception/entry	Conference room	Computer Room	Miscellaneous Room	Private Office 1	Private Office 2
Clean all doors and doorways, including trim	☐	☐	☐	☐	☐	☐	☐

	Main Office/ Admin Area	Reception/entry	Conference room	Computer Room	Miscellaneous Room	Private Office 1	Private Office 2
Clean all baseboards, vents & tops of radiators.	☐	☐	☐	☐	☐	☐	☐

🧹 KITCHENETTE & BREAKROOM

REGULAR CLEANING

	Kitchenette	BreakRoom
Remove cobwebs from lights, sills, and baseboards	☐	☐
Empty garbage and replace bags	☐	☐
Clean all light switches and doorknobs	☐	☐
Remove, clean, and replace stove burner rings & grill; lean and polish stove top, front and control panel	☐	☐
Clean inside&outside of microwave and/or toaster	☐	☐
Clean inside and outside of microwave	☐	☐
Clean counters and backsplash (move everything)	☐	☐
Vacuum, clean, and or mop floors, getting all corners and edges	☐	☐

	Kitchenette	BreakRoom
Dust all lights, fixtures, ceiling fans, and fan blades	☐	☐
Clean table and chairs	☐	☐
Vacuum, clean, and/or mop floors, getting all the corners & edges	☐	☐
Clean window sill over sink	☐	☐
Clean the front of all cabinets and handles and sills	☐	☐
Scrub sink and polish chrome	☐	☐
Clean and polish front of refrigerator including all handles	☐	☐

DEEP CLEANING

	Kitchenette	BreakRoom
Clean top of refrigerator	☐	☐
Clean all baseboards, vents, and tops of radiators	☐	☐

	Kitchenette	BreakRoom
Clean all doors and doorways, including trim	☐	☐

Town Mountain Maids, LLC

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🌐 www.townmountainmaids.com

Town Mountain Maids
COMMERCIAL CLEANING CHECKLIST

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TEAM LEADER SIGNATURE _____ *CUSTOMER SIGNATURE* _____

⛵ BATHROOMS

REGULAR CLEANING

	Stalls	Half	Full		Stalls	Half	Full
Remove cobwebs from lights, baseboards, & edges	☐	☐	☐	Empty garbage; replace bag	☐	☐	☐
Clean and buff all mirrors and glass	☐	☐	☐	Clean all light switches and door knobs	☐	☐	☐
Clean all light fixtures	☐	☐	☐	Spray tub and tile cleaner; allow to sit	☐	☐	☐
Polish towel racks, toilet paper holder and wipe shelves	☐	☐	☐	Scrub inside and out of toilet and dry outside; clean the base of toilet and wipe baseboards	☐	☐	☐
Clean front of all cabinets, handles, and sills	☐	☐	☐	Scrub and dry sink, counters, and soap dish	☐	☐	☐
Scrub and dry bathtub, shower floor, walls and grout	☐	☐	☐	Vacuum, mop, or hand-clean floor, including corners and edges	☐	☐	☐

DEEP CLEANING

	Stalls	Half	Full		Stalls	Half	Full
Clean all baseboards, vents, and tops of radiators.	☐	☐	☐	Clean all doors and doorways, including trim	☐	☐	☐

⊕ ADD ON ITEMS & ADDITIONAL NOTES

Inside Cabinets: ☐

Interior Windows (#) ☐

Inside Fridge ☐

Inside oven ☐

Additional Notes: _____

⊘ NOT INCLUDED

Hauling trash *(we can only take the trash to your outside cans)*

Moving furniture or heavy objects

Cleaning anything that involves a high ladder, or cleaning chandeliers

Exterior window cleaning

Cleaning pest infested homes (roaches, bed bugs, etc.)

Moving boxes

Anything above 10 ft *(or anything that cannot be reached with a 3-4' ladder)*

Wiping light bulbs

Cleaning hazardous materials

Putting away dishes

Removing mold or paint