

Double Duty Cleaning Service, LLC

Routine Clean Client Checklist

Welcome to Double Duty Cleaning! We are ready to help you have one of the cleanest homes in Portland. To get the best possible results, here are some routine tasks to complete before each of your regular cleaning appointments:

1. Pick up items off the floor
2. Put away clothing and shoes
3. Remove items off kitchen and bathroom counters
4. Have the whole home tidied-up and organized as much as possible
5. Wash and put away all dirty dishes
6. Empty the dishwasher.
7. Remove dirty towels, washcloths, or rugs to be laundered
8. Lay out fresh linens and towels
9. Turn on all lights

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Deep Clean Client Checklist

Welcome to Double Duty Cleaning! We are ready to help you have one of the cleanest homes in Portland.

For your initial deep clean, you have the option to do some of the preparation yourself, to reduce cleaning time and save you money. Or we can do everything for you - your choice! We will discuss these options during your initial walk through and free estimate, to agree on a service package that is right for your time, ability and budget.

The items on this Deep Clean Checklist are in addition to the Routine Clean Client Checklist tasks that you'll complete before every cleaning appointment.

Prep Work Checklist

1. Pull out the washer, dryer, stove, and refrigerator. *Tip: spray Windex on floor so appliances slides out more easily.*
2. Remove the toilet seat lid(s) so we can clean under the bracket/ringlet.
3. Remove any removable shower racks.
4. Make sure all tubs and showers drain properly. *Tip: Pour boiling hot water down drains to release hair and grease.*
5. Fold or roll up large carpets or rugs.
6. Wash or dry clean drapes and curtains. This is especially important if there are pets in the home, and/or if they have not been cleaned in the past year. We can help with removal and replacement if needed.
7. Empty out items inside the refrigerator and/or freezer (if having the interiors cleaned).
8. Empty out cupboards or drawers (if having the interiors cleaned).
9. Pull all furniture away from walls.
10. Remove glass and plastic light shades.
11. Remove vents.
12. Open all shades and blinds.

Please note: For insurance purposes, televisions and stereo system that need to be moved during deep cleans must either be picked up by you, or under your observation.