

Deep Cleaning Checklist

Practical cleaning business template • Customize fields before use

Brand customization: This TidyOps-branded example shows a finished presentation. Replace the logo, colors, company details, and placeholders with your own brand before use.

[YOUR COMPANY NAME]

[Phone Number]

[Email Address]

[Website]

JOB DETAILS

Customer Name:

Service Address:

Service Date:

Cleaner / Team:

Estimated Service Time:

Property Size: sq. ft.

Bedrooms:

Bathrooms:

Property Condition:

- ☐ Light Buildup
 - ☐ Average
 - ☐ Heavy Buildup
 - ☐ Requires Special Attention
-

KITCHEN

General Cleaning

- ☐ Clean and disinfect countertops
- ☐ Clean sink and faucet
- ☐ Remove mineral buildup around faucet
- ☐ Clean backsplash
- ☐ Clean stovetop
- ☐ Clean range hood exterior
- ☐ Clean microwave exterior
- ☐ Clean microwave interior



- ☐ Wipe appliance exteriors
- ☐ Polish stainless steel surfaces
- ☐ Clean table and chairs
- ☐ Empty trash
- ☐ Replace trash liner

Detail Cleaning

- ☐ Clean cabinet fronts
- ☐ Clean drawer fronts
- ☐ Clean cabinet handles
- ☐ Remove buildup from cabinet surfaces
- ☐ Clean appliance handles
- ☐ Clean around countertop appliances
- ☐ Clean exposed appliance edges
- ☐ Clean window sill
- ☐ Clean reachable window interior
- ☐ Clean blinds / shutters if included
- ☐ Clean doors and door frames
- ☐ Clean light switches
- ☐ Clean outlet covers
- ☐ Detail baseboards
- ☐ Remove cobwebs
- ☐ Dust reachable light fixtures
- ☐ Dust reachable vents

Floors

- ☐ Vacuum / sweep thoroughly
- ☐ Vacuum edges and corners
- ☐ Clean beneath movable small items
- ☐ Mop floor
- ☐ Detail floor edges

BATHROOMS

Fixtures & Surfaces

- ☐ Clean and disinfect toilet
- ☐ Clean toilet base and exterior



- ☐ Clean behind toilet where accessible
- ☐ Clean sink and faucet
- ☐ Clean countertop
- ☐ Clean mirror
- ☐ Clean bathtub
- ☐ Clean shower
- ☐ Clean shower doors
- ☐ Clean shower tracks
- ☐ Clean fixtures
- ☐ Remove soap buildup
- ☐ Remove accessible mineral buildup

Detail Cleaning

- ☐ Clean cabinet fronts
- ☐ Clean drawer fronts
- ☐ Clean cabinet handles
- ☐ Clean shelving surfaces
- ☐ Clean doors and door frames
- ☐ Clean light switches
- ☐ Clean outlet covers
- ☐ Detail baseboards
- ☐ Clean window sill
- ☐ Dust reachable vents
- ☐ Dust reachable light fixtures
- ☐ Remove cobwebs
- ☐ Empty trash
- ☐ Replace trash liner

Floors

- ☐ Vacuum / sweep thoroughly
- ☐ Clean corners and edges
- ☐ Mop and disinfect floor

BEDROOMS

- ☐ Dust all accessible surfaces
- ☐ Dust furniture
- ☐ Dust nightstands

- ☐ Dust lamps
 - ☐ Dust décor and picture frames
 - ☐ Clean mirrors
 - ☐ Dust headboard
 - ☐ Make bed
 - ☐ Change linens if included
 - ☐ Clean window sills
 - ☐ Clean blinds if included
 - ☐ Dust ceiling fan where reachable
 - ☐ Dust reachable light fixtures
 - ☐ Dust reachable vents
 - ☐ Clean doors
 - ☐ Clean door frames
 - ☐ Clean door handles
 - ☐ Clean light switches
 - ☐ Clean outlet covers
 - ☐ Detail baseboards
 - ☐ Remove cobwebs
 - ☐ Empty trash
 - ☐ Vacuum carpet thoroughly
 - ☐ Vacuum edges and corners
 - ☐ Vacuum beneath accessible furniture
 - ☐ Mop hard floors
 - ☐ Detail floor edges
-

LIVING & FAMILY AREAS

- ☐ Dust accessible surfaces
- ☐ Dust furniture
- ☐ Dust shelves
- ☐ Dust décor
- ☐ Dust picture frames
- ☐ Dust lamps
- ☐ Clean mirrors
- ☐ Clean tables
- ☐ Dust electronics carefully
- ☐ Clean window sills



- ☐ Clean blinds if included
 - ☐ Dust ceiling fans where reachable
 - ☐ Dust reachable light fixtures
 - ☐ Dust reachable vents
 - ☐ Clean doors and door frames
 - ☐ Clean door handles
 - ☐ Clean light switches
 - ☐ Clean outlet covers
 - ☐ Detail baseboards
 - ☐ Remove cobwebs
 - ☐ Straighten cushions
 - ☐ Vacuum upholstered furniture if included
 - ☐ Vacuum carpet thoroughly
 - ☐ Vacuum rugs
 - ☐ Vacuum edges and corners
 - ☐ Vacuum beneath accessible furniture
 - ☐ Mop hard floors
 - ☐ Detail floor edges
-

DINING AREA

- ☐ Clean dining table
 - ☐ Clean chair surfaces
 - ☐ Dust furniture
 - ☐ Dust décor
 - ☐ Clean mirrors
 - ☐ Dust light fixture where reachable
 - ☐ Clean window sills
 - ☐ Clean blinds if included
 - ☐ Clean doors and frames
 - ☐ Clean switches and outlet covers
 - ☐ Detail baseboards
 - ☐ Remove cobwebs
 - ☐ Vacuum / sweep thoroughly
 - ☐ Vacuum edges and corners
 - ☐ Mop hard floors
-

ENTRYWAYS & HALLWAYS

- ☐ Dust surfaces
 - ☐ Clean entry door interior
 - ☐ Clean door frames
 - ☐ Clean door handles
 - ☐ Clean light switches
 - ☐ Clean outlet covers
 - ☐ Clean mirrors
 - ☐ Clean window sills
 - ☐ Detail baseboards
 - ☐ Dust reachable light fixtures
 - ☐ Remove cobwebs
 - ☐ Vacuum rugs and mats
 - ☐ Vacuum carpet edges
 - ☐ Sweep hard floors
 - ☐ Mop hard floors
-

STAIRS

- ☐ Dust handrails
 - ☐ Clean handrails
 - ☐ Dust balusters
 - ☐ Clean accessible ledges
 - ☐ Detail baseboards
 - ☐ Vacuum stair treads
 - ☐ Vacuum edges and corners
 - ☐ Mop hard-surface stairs
-

LAUNDRY / UTILITY AREA

- ☐ Wipe washer exterior
- ☐ Wipe dryer exterior
- ☐ Clean utility sink
- ☐ Dust shelving
- ☐ Clean cabinet fronts
- ☐ Clean doors and frames
- ☐ Clean switches



- ☐ Detail baseboards
 - ☐ Remove cobwebs
 - ☐ Vacuum / sweep floor
 - ☐ Mop floor
-

THROUGHOUT THE HOME

- ☐ Remove cobwebs
 - ☐ Detail baseboards
 - ☐ Clean door surfaces
 - ☐ Clean door frames
 - ☐ Clean door handles
 - ☐ Clean light switches
 - ☐ Clean accessible outlet covers
 - ☐ Clean window sills
 - ☐ Dust blinds where included
 - ☐ Dust ceiling fans where reachable
 - ☐ Dust light fixtures where reachable
 - ☐ Dust vents where reachable
 - ☐ Dust picture frames
 - ☐ Dust lamps
 - ☐ Clean mirrors
 - ☐ Vacuum floor edges and corners
 - ☐ Vacuum rugs
 - ☐ Mop hard floors
-

OPTIONAL DEEP-CLEAN ADD-ONS

These services should only be completed when included in the customer's scope.

- ☐ Inside refrigerator
- ☐ Inside freezer
- ☐ Inside oven
- ☐ Inside kitchen cabinets
- ☐ Inside bathroom cabinets
- ☐ Interior windows
- ☐ Detailed blinds
- ☐ Washable wall cleaning



- ☐ Heavy pet-hair removal
- ☐ Upholstery vacuuming
- ☐ Laundry
- ☐ Bed linen changes
- ☐ Organization
- ☐ Garage cleaning
- ☐ Patio / porch cleaning
- ☐ Other:

DO NOT CLEAN / SPECIAL-HANDLING ITEMS

Record surfaces or items requiring special handling.

- ☐ Natural stone
- ☐ Unsealed surfaces
- ☐ Antiques
- ☐ Artwork
- ☐ Delicate electronics
- ☐ Specialty flooring
- ☐ Fragile décor
- ☐ Customer-supplied cleaning products
- ☐ Other:

Instructions

CUSTOMER-SPECIFIC INSTRUCTIONS

Entry Instructions:

Pets:

Priority Areas:

Restricted Areas:

Known Damage / Pre-Existing Conditions:

Other Instructions:

FINAL WALKTHROUGH

- ☐ Kitchen reviewed
 - ☐ Bathrooms reviewed
 - ☐ Bedrooms reviewed
 - ☐ Living areas reviewed
 - ☐ Detail work reviewed
 - ☐ Baseboards reviewed
 - ☐ Doors and switches reviewed
 - ☐ Floors reviewed
 - ☐ Add-ons completed
 - ☐ Customer-specific instructions completed
 - ☐ Supplies and equipment collected
 - ☐ Property secured
-

ISSUES / FOLLOW-UP

- ☐ No issues
- ☐ Additional cleaning recommended
- ☐ Reclean required
- ☐ Damage / pre-existing condition documented
- ☐ Maintenance issue observed

Notes

CLEANER COMPLETION

Cleaner / Team Lead:

Start Time:

Completion Time:

Total Labor Hours:

Signature / Initials:

QUALITY REVIEW

Reviewed By:

Date:

Result:

- ☐ Passed
- ☐ Passed With Notes
- ☐ Reclean Required

Quality Notes

IMPORTANT SCOPE NOTE

A deep cleaning service should have a clearly defined scope.

Tasks such as interior ovens, refrigerators, cabinets, windows, heavy wall washing, organization, and other labor-intensive services should not automatically be assumed to be included unless your business chooses to include them.

Defining these services before the job helps prevent scope creep and pricing disputes.

SAFETY NOTE

Cleaners should follow product labels, equipment instructions, company safety procedures, and applicable workplace requirements.

Do not mix cleaning chemicals unless the products are specifically designed and labeled for that use.

Do not perform work involving hazardous materials, biohazards, mold remediation, pest contamination, unsafe heights, or other specialized hazards unless appropriately trained, equipped, and authorized.

TEMPLATE CUSTOMIZATION NOTICE

Customize this checklist to match your company's actual deep-cleaning service.

Remove tasks you do not offer and clearly identify services that require an additional charge.

Template Version: 1.0

Updated: September 2026

Template ID: TPL-CHK-002

Provided by TidyOps