

Residential Cleaning Walkthrough Form

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]

CUSTOMER & PROPERTY INFORMATION

Customer Name:

Phone:

Email:

Service Address:

City / State / ZIP:

Walkthrough Date:

Estimator:

PROPERTY OVERVIEW

Property Type:

☐ House

☐ Apartment

☐ Condo

☐ Townhome

☐ Other:

Approximate Square Footage: sq. ft.

Bedrooms:

Full Bathrooms:

Half Bathrooms:

Floors / Levels:

Occupancy:

☐ Occupied



- ☐ Vacant
 - ☐ Partially Occupied
 - Overall Condition:
 - ☐ Light
 - ☐ Average
 - ☐ Heavy
 - ☐ Very Heavy
 - ☐ Requires Custom Assessment
-

REQUESTED SERVICE

Service Type:

- ☐ Standard Cleaning
- ☐ Deep Cleaning
- ☐ Move-In Cleaning
- ☐ Move-Out Cleaning
- ☐ Recurring Cleaning
- ☐ One-Time Cleaning
- ☐ Custom Cleaning

Requested Frequency:

- ☐ One-Time
- ☐ Weekly
- ☐ Every 2 Weeks
- ☐ Every 4 Weeks
- ☐ Monthly
- ☐ Other:

Preferred Start Date:

Preferred Service Days:

ROOM-BY-ROOM WALKTHROUGH

Kitchen

Condition:

- ☐ Light
- ☐ Average
- ☐ Heavy



☐ Very Heavy

Counters:

☐ Standard

☐ Natural Stone

☐ Specialty Surface

☐ Other:

Cabinets:

☐ Light Soil

☐ Moderate Soil

☐ Heavy Grease / Buildup

Appliances Present:

☐ Refrigerator

☐ Oven / Range

☐ Microwave

☐ Dishwasher

☐ Other:

Requested Add-Ons:

☐ Inside Refrigerator

☐ Inside Oven

☐ Inside Cabinets

☐ Other:

Kitchen Notes

Bathrooms

Number of Bathrooms:

Overall Condition:

☐ Light

☐ Average

☐ Heavy

☐ Very Heavy

Shower / Tub Condition:

☐ Light

☐ Soap Buildup

☐ Mineral Buildup



☐ Heavy Buildup

Glass Shower Doors:

☐ No

☐ Yes

Specialty Surfaces:

☐ Natural Stone

☐ Tile

☐ Glass

☐ Other:

Bathroom Notes

Bedrooms

Number of Bedrooms:

Condition:

☐ Light

☐ Average

☐ Heavy

Flooring:

☐ Carpet

☐ Hardwood

☐ Tile

☐ Luxury Vinyl

☐ Other:

Requested Tasks:

☐ Make Beds

☐ Change Linens

☐ Under-Bed Cleaning

☐ Other:

Bedroom Notes

Living / Family Areas

Condition:



☐ Light

☐ Average

☐ Heavy

Flooring:

☐ Carpet

☐ Hardwood

☐ Tile

☐ Luxury Vinyl

☐ Other:

Special Features:

☐ Fireplace

☐ Built-Ins

☐ Large Glass Areas

☐ Delicate Décor

☐ Other:

Living Area Notes

Dining Area

Condition:

☐ Light

☐ Average

☐ Heavy

Special Surfaces / Furniture:

Notes

Entryways / Hallways

Condition:

☐ Light

☐ Average

☐ Heavy

Flooring:

Stairs

Present:

☐ No

☐ Yes

Type:

☐ Carpeted

☐ Hardwood

☐ Tile

☐ Other:

Condition:

☐ Light

☐ Average

☐ Heavy

Laundry / Utility Area

Present:

☐ No

☐ Yes

Cleaning Requested:

☐ Standard Surface Cleaning

☐ Appliance Exterior

☐ Utility Sink

☐ Cabinets

☐ Other:

WHOLE-HOME DETAIL

Baseboards

☐ Light Dust

☐ Moderate Buildup

☐ Heavy Buildup

☐ Detailed Cleaning Requested



Doors & Frames

- ☐ Light
- ☐ Moderate
- ☐ Heavy

Blinds

Approximate Quantity:

Condition:

- ☐ Light Dust
- ☐ Moderate
- ☐ Heavy
- ☐ Detailed Blind Cleaning Requested

Interior Windows

Approximate Quantity:

- ☐ Requested

Ceiling Fans

Approximate Quantity:

- ☐ Standard Dusting
- ☐ Detailed Cleaning

Light Fixtures

Approximate Quantity:

- ☐ Standard Dusting
- ☐ Detailed Cleaning

FLOORING SUMMARY

Area	Floor Type	Approx. Size	Condition

PETS

Pets Present:



☐ No

☐ Yes

Type / Number:

Excess Pet Hair:

☐ No

☐ Moderate

☐ Heavy

Pet Odor Concern:

☐ No

☐ Yes

Pet Instructions:

ACCESS & PARKING

Entry Method:

☐ Customer Present

☐ Key

☐ Lockbox

☐ Smart Lock

☐ Keypad

☐ Concierge

☐ Other:

Parking:

☐ Easy / On-Site

☐ Street

☐ Paid

☐ Garage

☐ Difficult / Limited

Stairs / Elevator Required for Access:

☐ No

☐ Yes

Access Notes:

SPECIAL SURFACES / ITEMS

- ☐ Natural Stone
- ☐ Antique Furniture
- ☐ Artwork
- ☐ Specialty Flooring
- ☐ Delicate Fixtures
- ☐ Unsealed Surface
- ☐ Specialty Appliances
- ☐ Fragile Décor
- ☐ Other:

Handling Notes

CUSTOMER PRIORITIES

What matters most to the customer?

- ☐ Kitchen
- ☐ Bathrooms
- ☐ Floors
- ☐ Dusting
- ☐ Baseboards
- ☐ Pet Hair
- ☐ Detail Work
- ☐ Speed / Efficiency
- ☐ Fragrance-Free Products
- ☐ Other:

Customer Comments

AREAS NOT INCLUDED / RESTRICTED

- ☐ None
- ☐ Room(s):
- ☐ Closets



- ☐ Garage
- ☐ Basement
- ☐ Office
- ☐ Storage
- ☐ Other:

ADD-ON OPPORTUNITIES

- ☐ Inside Refrigerator
- ☐ Inside Oven
- ☐ Inside Cabinets
- ☐ Interior Windows
- ☐ Blinds
- ☐ Detailed Baseboards
- ☐ Laundry
- ☐ Bed Linen Changes
- ☐ Pet Hair Removal
- ☐ Wall Spot Cleaning
- ☐ Organization
- ☐ Garage
- ☐ Patio / Porch
- ☐ Other:

ESTIMATED LABOR

Recommended Crew Size:

Estimated Labor Hours:

Estimated Crew Hours:

Complexity:

- ☐ Low
- ☐ Normal
- ☐ High
- ☐ Very High

PRICING NOTES

Base Service Price: \$



Condition Adjustment: \$

Add-Ons: \$

Travel / Access Adjustment: \$

Other Adjustment: \$

Estimated Total: \$

RECURRING PRICING OPTIONS

Initial Cleaning: \$

Weekly: \$ per visit

Every 2 Weeks: \$ per visit

Every 4 Weeks: \$ per visit

Monthly: \$ per visit

ESTIMATOR RECOMMENDATION

Recommended Service:

Recommended Frequency:

Walkthrough Result:

- ☐ Ready to Quote
- ☐ More Information Needed
- ☐ Custom Pricing Required
- ☐ Decline / Outside Service Scope

Estimator Notes

FOLLOW-UP

Quote Due Date:

Follow-Up Date:

Assigned To:

Lead Status:

- ☐ Walkthrough Complete
- ☐ Quote Pending
- ☐ Quote Sent



- ☐ Follow-Up Needed
- ☐ Won
- ☐ Lost

TEMPLATE CUSTOMIZATION NOTICE

Customize this form to match your actual estimating process.

Use the walkthrough to document conditions that materially affect labor time, service scope, or pricing.

Avoid collecting unnecessary sensitive information, and store property-access details securely.

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Provided by TidyOps