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## **Routine Clean**

### **All Areas**

- Dust and clean all light fixtures, ceiling fans and cobwebs
- Dust and clean all windowsills
- Dust and clean all furniture, décor, shelves, mirrors and surfaces
- Clean interior/exterior of glass doors (two included, additional doors subject to extra charge)
- Dust baseboards (initial cleaning – scrub baseboards)
- Dust/vacuum underneath furniture (if accessible)
- Remove trash and debris
- Vacuum and mop all floors

### **Kitchen**

- Clean all countertops, back splashes, sinks, and fixtures
- Clean exterior of cabinets
- Clean exterior of appliances
- Clean interior of microwave

### **Bathrooms**

- Clean all countertops, back splashes, sinks, mirrors and fixtures
- Clean all bathtubs, showers and toilets
- Clean exterior of cabinets

### **Optional Additions (additional charges will apply)**

- |  |                                |
|--|--------------------------------|
| • Blinds or Shutters                   | • Interior of cabinets         |
| • Windows (interior) and window frames | • Interior of oven             |
| • Window tracks                        | • Interior of fridge           |
| • Doors and door frames                | • Interior of dishwasher       |
| • Thresholds                           | • Fireplace cleaning           |
| • Vents                                | • Patio cleaning               |
| • Switch plates                        | • Garage cleaning              |
| • Change linens                        | • Vacuum furniture             |
|  | • Remove scuffmarks from walls |



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## Deep Cleaning

### All Areas

- Dust and clean all light fixtures, ceiling fans and cobwebs
- Dust and clean all windows (interior only), windowsills, window frames, blinds, and shutters
- Dust and clean all vents and switch plates
- Dust and clean all furniture, décor, shelves, mirrors and surfaces.
- Clean interior/exterior of all doors, door frames and thresholds (including glass doors)
- Scrub baseboards
- Dust/vacuum underneath furniture (if accessible)
- Remove trash and debris
- Vacuum and mop all floors

### Kitchen

- Clean all countertops, back splashes, sinks, and fixtures
- Clean exterior of cabinets
- Clean exterior of appliances
- Clean interior of microwave

### Bathrooms

- Clean all countertops, back splashes, sinks, mirrors and fixtures
- Clean all bathtubs, showers and toilets
- Clean exterior of cabinets

### Optional Additions (additional charges will apply)

- |                          |                                |
|--------------------------|--------------------------------|
| • Change linens          | • Fireplace cleaning           |
| • Window tracks          | • Patio cleaning               |
| • Interior of cabinets   | • Garage cleaning              |
| • Interior of oven       | • Vacuum furniture             |
| • Interior of fridge     | • Remove scuffmarks from walls |
| • Interior of dishwasher |                                |



# Southern Comfort

## CLEANING

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### Rental Cleaning

#### All Areas

- Dust and clean all light fixtures, ceiling fans and cobwebs
- Dust and clean all windowsills
- Dust and clean all furniture, décor, shelves, mirrors and surfaces
- Clean interior/exterior of glass doors (two included, additional doors subject to extra charge)
- Dust baseboards (initial cleaning – scrub baseboards)
- Dust/vacuum underneath furniture (if accessible)
- Change bedding
- Remove trash and debris
- Vacuum and mop all floors

#### Kitchen

- Clean all countertops, back splashes, sinks, and fixtures
- Clean exterior of cabinets
- Clean interior and exterior of appliances
- Clean interior of microwave
- Restock dish soap, dish towels, paper towels, hand soap, sponges and garbage bags
- Empty dishwasher and wash/put away any dishes in the sink

#### Bathrooms

- Clean all countertops, back splashes, sinks, mirrors and fixtures
- Clean all bathtubs, showers and toilets
- Clean exterior of cabinets
- Restock towels, wash cloths, hand towels, hand soap, toiletries (as needed) and toilet paper

#### Optional Additions (additional charges will apply)

- |                         |                                       |
|-------------------------|---------------------------------------|
| • Window treatments     | • Fireplace cleaning                  |
| • Doors and door frames | • Patio cleaning                      |
| • Thresholds            | • Upholstery and carpet stain removal |
| • Vents                 | • Vacuum furniture                    |
| • Switch plates         | • Remove scuff-marks from walls       |
| • Interior of cabinets  |                                       |



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## **Move In/Move Out Cleaning:**

### **All Areas**

- Dust and clean all light fixtures, ceiling fans and cobwebs
- Dust and clean all windows (interior only), windowsills, window frames, blinds, and shutters
- Dust and clean all vents and switch plates
- Dust and clean all furniture, décor, shelves, mirrors and surfaces.
- Clean interior/exterior of all doors, door frames and thresholds (including glass doors)
- Scrub baseboards
- Dust/vacuum underneath furniture (if accessible)
- Remove trash and debris
- Vacuum and mop all floors

### **Kitchen**

- Clean all countertops, back splashes, sinks, and fixtures
- Clean interior and exterior of cabinets
- Clean interior and exterior of appliances

### **Bathrooms**

- Clean all countertops, back splashes, sinks, mirrors and fixtures
- Clean all bathtubs, showers and toilets
- Clean interior and exterior of cabinets

### **Optional Additions (extra charges will apply)**

- Patio Cleaning
- Garage cleaning
- Fireplace
- Remove scuff marks from walls



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## Office Cleaning

### All Areas

- Dust and clean all light fixtures, ceiling fans and cobwebs
- Dust and clean all windowsills
- Dust and clean all furniture, décor, shelves, mirrors and surfaces
- Clean interior/exterior of glass doors (two included, additional doors subject to extra charge)
- Dust baseboards (initial cleaning – scrub baseboards)
- Dust/vacuum underneath furniture (if accessible)
- Remove trash and debris
- Vacuum and mop all floors

### Kitchen

- Clean all countertops, back splashes, sinks, and fixtures
- Clean exterior of cabinets
- Clean exterior of appliances
- Clean interior of microwave

### Bathrooms

- Clean all countertops, back splashes, sinks, mirrors and fixtures
- Clean all bathtubs, showers and toilets
- Clean exterior of cabinets
- Vacuum and mop all floors

### Optional Additions (extra charge will be applied)

- |                         |                                 |
|-------------------------|---------------------------------|
| • Window treatments     | • Interior of fridge            |
| • Doors and door frames | • Interior of dishwasher        |
| • Thresholds            | • Fireplace cleaning            |
| • Vents                 | • Patio cleaning                |
| • Switch plates         | • Garage and attic cleaning     |
| • Change linens         | • Vacuum furniture              |
| • Interior of cabinets  | • Remove scuff-marks from walls |
| • Interior of oven      |                                 |



## **New Construction Cleaning**

### **Rough Cleaning:**

- Removal of trash, dirt and small debris from the interior of the unit and dispose of according to the Contractor's dumpster
- Clean all tubs, toilets, lavatories, kitchen sinks and appliances
- Remove any and all temporary protection and labels not required to remain
- Clean inside and out all kitchen cabinets and vanity cabinets as well as counter tops
- Scrape and wash inside surfaces of all windows and sliding glass doors – remove any stickers or labels
- Clean all windows and sliding glass door frames, sills and tracks
- Clean all utility closets, furnace closets, storage areas, attics and garages
- Clean all water heaters
- Clean water valve box (washing machine/dryer area)
- Vacuum and mop all floors

### **Final Clean:**

- Removal of trash, dirt and small debris from the interior of the unit and dispose of according to the Contractor's dumpster
- Clean and polish kitchen cabinets, kitchen counter tops and vanity tops
- Vacuum inside all cabinets removing dirt and debris
- Polish all cabinets, vanities, other stained woodwork, stainless steel sinks using appropriate products
- Clean and shine inside surfaces of all windows and sliding glass doors
- Clean and shine all plumbing fixtures and related trim to a sanitary condition
- Clean and shine all medicine cabinets, mirrors and bath accessories
- Clean and shine all electrical fixtures and trim
- Clean and shine all appliances
- Remove all packing materials, temporary labels, operating/maintenance manuals and place in kitchen drawer as directed
- Clean all wood base, casing, sills and shelving
- Clean outside and inside of all exterior doors, including thresholds
- Clean and shine all interior doors
- Sweep and mop all floors
  - Sweep and mop all interior storage areas, garages, exterior patios/porches (will power wash porches/patios if necessary)
  - Dust or vacuum walls and ceilings if required

- Ceiling fans will be cleaned including globes/light fixtures, blinds, window sills/ledges, baseboards, and inside closets
- Report any problems (broken or damaged) to builder

### **Final Cleaning Scope Overview by Room**

- **Kitchen**
  - All outer surfaces washed and wiped down
  - Sink scoured and shined
  - All cabinets, drawers, refrigerator, oven, microwave (if applicable) and dishwasher will be wiped out inside and out
  - Drawers will be removed from cabinets to get any excess debris/dirt, etc. from under drawer if on floor level
- Refrigerator and stove will be moved to allow for cleaning under and behind each appliance
- **Floors – All Rooms**
  - All floors will be mopped and vacuumed
    - **Bathrooms**
      - All bathroom areas will be cleaned including all fixtures, inside all cabinets and drawers, showers/tubs, sinks and toilets
      - All mirrors will be cleaned and shined
    - **Dusting – All Rooms**
      - All ceilings/walls, ceiling fans will be cleaned including globes/light fixtures, blinds, window sills/ledges, baseboards, and inside closets
    - **Outside Areas**
      - Front and Back Porch/patio floors will be swept and mopped if applicable
- Storage room/area will be cleaned including floor
- **Laundry Areas**
  - Washers and dryers (if applicable) will be wiped down inside and out
  - Both will be moved to allow for cleaning under and behind
- **Windows**
  - Clean interior of all windows
  - Remove all labels and stickers

### **Touch Up Cleaning**

All touch ups will be addressed and everything will be considered move-in ready. The process will be considered complete once the garage is swept, floors vacuum and mopped and any dust remaining will be cleaned