

SENSEFUL CLEAN & SHINE

A Sensible Choice for a Cleaner Space

This checklist defines the operating standard for empty or nearly empty move-in, move-out, rental-turnover, realtor, and property-management cleaning.

1. When to Use This Service

- A tenant is leaving or a new tenant is moving in.
- A homeowner is selling or a buyer wants cleaning before moving in.
- A realtor needs a property prepared for listing or closing.
- A landlord or property manager needs a unit prepared for inspection.
- Only light final cleaning remains after completed renovation work.
- Heavy construction dust, large debris, biohazards, hoarding, and hazardous materials require a different service.

2. Conditions Required Before Service

- The property is empty or nearly empty.
- Personal belongings, loose trash, and large debris have been removed.
- Electricity and running water are available.
- Construction work is complete and contractors are no longer actively working.
- Included appliances are connected and accessible.
- Keys, codes, parking, and building-access instructions are accurate.
- Pets and occupants will not interfere with service.
- Occupied or heavily furnished properties may require a revised quote.

3. Pre-Quote Questions

- Confirm address, square footage, property type, bedroom count, and bathroom count.
- Ask whether the property is completely empty and whether utilities are active.
- Ask about condition, grease, pet hair, nicotine, mineral buildup, trash, and abandoned belongings.
- Confirm oven, refrigerator, cabinets, drawers, windows, garage, basement, balcony, and patio.
- Ask whether carpet cleaning is expected.
- Confirm the completion deadline, access method, and photo requirements.
- Request current photographs or conduct a walkthrough for larger or heavily soiled properties.

4. Arrival and Initial Inspection

- Verify the property, scope, price, add-ons, access, water, and electricity.
- Walk through every included room.
- Document pre-existing damage and photograph heavy conditions when authorized.
- Identify abandoned property, prohibited materials, and unfinished contractor work.
- Confirm the property is empty enough to clean.
- Note conditions that differ significantly from the quote.
- Do not remove property, furniture, chemicals, paint, or construction materials without approval.

5. Whole-Property Tasks

- Remove reachable cobwebs.
- Dust reachable corners, ledges, fixtures, fans, and vents.
- Wipe switches, outlet covers, doors, frames, trim, and baseboards.
- Clean sills, empty closets, shelves, and rods.
- Remove ordinary fingerprints and marks.
- Vacuum carpets; sweep and mop hard floors.

- Detail edges and corners.
- Remove normal trash generated during cleaning.
- Complete a final presentation inspection.
- Wall washing is separately quoted.

6. Kitchen - Surfaces

- Clean counters, backsplash, sink, faucet, drain area, stovetop, grates when appropriate, knobs, and appliance exteriors.
- Clean appliance handles, cabinet fronts, drawer fronts, kick plates, baseboards, doors, frames, switches, and outlets.
- Vacuum or sweep and mop floors.
- Detail corners and edges.

6A. Kitchen - Empty Cabinets and Drawers

- Vacuum loose debris.
- Wipe interiors, shelves, drawers, corners, and shelf edges.
- Remove ordinary crumbs and residue.
- Allow interiors to dry and leave doors and drawers neatly positioned.
- Heavy grease, shelf-liner adhesive, insect residue, and extensive staining may cost extra.

6B. Kitchen - Appliance Interiors

- Clean oven, racks, refrigerator, shelves, drawers, seals, microwave, and dishwasher only when included.
- Clean removable trays and filters when appropriate.
- Do not move major appliances unless specifically approved and safely manageable.

7. Bathroom Checklist

- Clean mirrors, counters, sinks, faucets, empty cabinets and drawers when included, and cabinet fronts.
- Clean toilets inside and outside, hinges, base, and accessible area behind the toilet.
- Clean tubs, showers, doors, tracks, ordinary soap scum, and accessible grout.
- Clean bars, hooks, holders, switches, outlets, doors, frames, and baseboards.
- Sweep or vacuum, then mop and detail floor edges.
- Check odor and presentation.
- Permanent discoloration, mold, damaged caulk, rust, mineral damage, and worn surfaces may remain.

8. Bedrooms

- Remove cobwebs and dust reachable fans, fixtures, vents, and sills.
- Clean doors, frames, closet doors, shelves, rods, baseboards, switches, and outlets.
- Vacuum closet floors and carpets.
- Sweep and mop hard floors.
- Detail edges, corners, and accessible areas beneath lightweight remaining furniture.

9. Living and Family Rooms

- Dust reachable fixtures, fans, vents, ledges, and sills.
- Clean doors, frames, baseboards, switches, outlets, built-ins, and empty entertainment storage.
- Clean fireplace exterior when included.
- Vacuum carpet; sweep and mop hard floors.
- Detail edges, corners, and areas under lightweight items.
- Fireplace interiors, chimney ash, and soot restoration are separate.

10. Dining Room

- Remove cobwebs and dust fixtures, vents, and sills.
- Clean doors, frames, baseboards, switches, outlets, and empty built-ins.

- Vacuum carpets; sweep and mop hard floors.
- Detail corners and edges.
- Remove ordinary marks when included.

11. Hallways, Entryways, and Stairs

- Dust ledges and remove cobwebs.
- Clean doors, frames, baseboards, handrails, railings, spindles, switches, and outlets.
- Clean accessible entry glass.
- Vacuum carpeted stairs.
- Sweep and safely mop hard stairs.
- Clean hallway floors, entry closets, corners, and edges.
- Check final entrance presentation.

12. Laundry and Utility Areas

- Dust vents and fixtures.
- Clean washer and dryer exteriors and controls.
- Clean utility sink, counters, cabinets, shelves, baseboards, doors, and frames.
- Clean inside empty cabinets when included.
- Sweep or vacuum and mop the floor.
- Cleaning behind appliances, dryer vents, equipment interiors, and repairs is excluded unless quoted.

13. Closets and Storage Areas

- Remove cobwebs.
- Dust and wipe shelves and rods.
- Clean doors, handles, and baseboards.
- Vacuum or sweep and mop floors.
- Remove normal loose debris and inspect corners.
- Do not remove abandoned property without written authorization.

14. Interior Windows and Glass

- Clean interior glass, frames, sills, tracks when purchased, sliding doors, and entry glass when included.
- Remove ordinary fingerprints and check for streaks.
- Exterior, high, damaged, construction-covered, hard-water-damaged, or unsafe windows are excluded or separately quoted.

15. Garage, Basement, Balcony, and Patio

- Include only when listed in the quote.
- Garage: sweep, remove light loose debris, clean handles, ledges, and empty shelves.
- Basement: remove cobwebs, dust accessible areas, clean empty shelves, and clean finished floors.
- Balcony or patio: sweep, remove light debris, and clean included door glass or railings.
- Oil, chemicals, tires, paint, appliances, water damage, mold, sewage, pests, pressure washing, and heavy debris are excluded.

16. Trash and Abandoned Property

- Normal cleaning trash may be removed.
- Household bags, furniture, mattresses, appliances, food-filled refrigerators, paint, chemicals, materials, tires, electronics, boxes, and belongings require approval and pricing.
- Never assume an item is trash; obtain written authorization.

17. Carpet and Flooring Policy

- Standard service includes vacuuming, sweeping, mopping, edges, corners, and ordinary loose debris.
- Carpet extraction, stains, odors, urine treatment, grout restoration, stripping, waxing, refinishing, scraping, and adhesive removal are separate.

18. Add-On Menu

Add-On	Starting Price
Inside Oven	\$50
Oven Racks	Included when reasonable
Inside Refrigerator	\$50
Inside Dishwasher	\$30
Inside Microwave	\$15
Inside Empty Kitchen Cabinets	\$75
Pantry Interior	\$40
Interior Windows	\$8 each
Window Tracks and Sills	\$15 each
Blind Cleaning	\$8 each
Garage Sweep-Out	\$75
Balcony or Patio Sweep	\$35
Basement Cleaning	Custom quote
Wall Washing	Custom quote
Heavy Grease	Starting at \$50
Heavy Pet Hair	Starting at \$40
Trash Bag Removal	Starting at \$15 / bag
Heavy Debris Removal	Custom quote
Same-Day or Rush Service	Add 20%-35%

Final pricing depends on size, condition, access, and disposal requirements.

19. Conditions Requiring a Revised Quote

- The property is occupied, furnished, larger, or includes more areas than disclosed.
- Utilities are unavailable.
- Heavy trash, belongings, grease, nicotine, pet hair, mineral buildup, or construction dust is present.
- Contractors are still working.
- Hazardous materials, mold, sewage, blood, needles, or pests are found.
- Access, elevators, parking, or building restrictions delay the work.
- The customer adds same-day services.
- Do not continue beyond the approved scope without documented approval.

20. Excluded Services

- Biohazards, blood, bodily fluids, needles, drug paraphernalia, sewage, mold, pests, animal-waste saturation, hazardous chemicals, asbestos, crime scenes, and hoarding.
- Heavy construction debris, dumpster loading, hauling furniture or appliances, exterior high windows, roofs, gutters, carpet extraction, stripping, waxing, restoration, major appliance movement, and repairs.

21. Quality-Control Inspection

- Verify every approved room, cabinet, drawer, closet, appliance interior, counter, sink, fixture, bathroom, door, frame, trim, baseboard, sill, and purchased window service.
- Confirm floors, edges, corners, and trash removal.
- Remove all equipment and supplies.
- Document permanent damage and excluded conditions.

- Set lights, secure windows and doors, return keys, reset alarms, and take authorized completion photos.

22. Customer Expectation Statement

Move-in and move-out cleaning is designed to prepare an empty or nearly empty property for its next occupant. The service includes only the rooms, surfaces, appliances, and add-ons listed in the approved quote. Permanent stains, damaged materials, mold, deteriorated caulk, worn flooring, construction residue, heavy debris, and restoration work may not be removable through ordinary cleaning.

23. Recommended Pricing Rules

- Minimum starting price: \$275.
- Quote by size, condition, bathrooms, and included appliances.
- Charge more for occupied or furnished properties.
- Price appliance interiors separately unless packaged.
- Apply surcharges for grease, pet hair, nicotine, clutter, or trash.
- Require deposits for larger jobs and rush fees for tight deadlines.
- Require photos or a walkthrough for large or heavily soiled properties.
- Do not guarantee tenant deposit recovery or complete stain restoration.

Project Price	Suggested Deposit
Under \$300	Optional
\$300-\$499	25%
\$500-\$999	30%
\$1,000 or more	30%-50%

24. Completion Message

Your move-in/move-out cleaning is complete. I have finished the approved cleaning scope and add-ons and secured the property according to your instructions. Any permanent stains, damaged surfaces, excluded items, or areas that could not be safely completed have been documented. Thank you for choosing Senseful Clean & Shine.