

SENSEFUL CLEAN & SHINE

A Sensible Choice for a Cleaner Space

This checklist establishes the standard residential cleaning process for owner-operated jobs and future employees.

1. Before Entering the Property

- Confirm the customer name, service address, service type, agreed price, and approved add-ons.
- Review entry instructions, alarm codes, pet instructions, excluded areas, and customer product requests.
- Confirm any fragile or damaged surfaces already disclosed.
- Park legally and avoid blocking driveways.
- Inspect the exterior for access issues and notify the customer of arrival when appropriate.
- Bring only clean, organized equipment into the property.

2. Entry and Initial Walkthrough

- Secure the door and disarm the alarm when required.
- Confirm that pets are safely contained.
- Turn on necessary lights and complete a quick walkthrough.
- Look for visible pre-existing damage and photograph significant damage when permitted.
- Identify clutter or areas that cannot be safely cleaned.
- Confirm water and electricity are available.
- Note any condition requiring a price or scope adjustment.
- Do not begin unapproved additional work.

3. Cleaning Order

- Begin in the farthest room from the exit.
- Work from top to bottom.
- Clean dry areas before wet areas.
- Complete bathrooms before final floor cleaning.
- Clean floors last.
- Finish near the exit.
- Complete a final quality inspection.

4. Whole-Home Tasks

- Remove reachable cobwebs.
- Dust reachable furniture, shelves, ledges, light fixtures, ceiling fans when included, and accessible vents.
- Wipe light switches and door handles.
- Spot-clean doors when included.
- Straighten light clutter.
- Empty normal household trash and replace liners when supplied.
- Vacuum carpets and rugs.
- Sweep and mop hard floors.
- Check corners and floor edges.
- Return lightweight items to their original locations.
- Do not move heavy furniture or valuable property without approval.

5. Kitchen Checklist

Standard Kitchen Cleaning

- Remove obvious trash.
- Wipe countertops and accessible backsplash.
- Clean the sink and polish the faucet.
- Clean stovetop surface and burner grates when included.
- Wipe appliance exteriors, including refrigerator, oven, dishwasher, and microwave.
- Clean microwave interior when included.
- Wipe cabinet and drawer fronts for visible marks.
- Wipe table, chairs, and accessible small-appliance exteriors.
- Empty trash and replace liner when available.
- Vacuum or sweep, then mop the floor.
- Inspect floor edges and corners.

Kitchen Add-Ons

- Inside oven, refrigerator, dishwasher, cabinets, drawers, or pantry.
- Detailed cabinet fronts, heavy grease removal, dishwashing, and appliance pull-out cleaning.
- Do not dispose of food or personal items without customer approval.

6. Bathroom Checklist

- Remove trash and dust reachable surfaces.
- Clean mirrors, sink, countertop, and faucets.
- Clean toilet exterior, seat, hinges, and bowl.
- Clean tub, shower walls, shower floor, and accessible shower-door or curtain area.
- Remove ordinary soap residue.
- Wipe cabinet fronts, towel bars, toilet-paper holder, switches, and handles.
- Vacuum or sweep, then mop the floor.
- Replace trash liner when available.
- Arrange towels neatly when appropriate.
- Complete a final odor and appearance check.
- Deep mineral deposits, mold, damaged grout, and permanent staining may not be fully removable.

7. Bedroom Checklist

- Remove trash.
- Dust furniture, nightstands, dressers, accessible headboard, lamps, sills, and reachable fan when included.
- Wipe switches and handles.
- Make the bed with existing bedding.
- Change linens only when included.
- Straighten pillows and blankets.
- Vacuum carpets and rugs; sweep and mop hard floors.
- Check under the bed where accessible and inspect corners.
- Do not open personal drawers or organize closets unless purchased.

8. Living and Family Rooms

- Remove trash.
- Dust furniture, tables, shelving, entertainment-center exterior, television stand, lamps, and sills.
- Clean the television screen only with an approved method.

- Wipe switches and handles.
- Straighten cushions and fold throws.
- Vacuum upholstery when included.
- Vacuum rugs and carpet; sweep and mop hard floors.
- Clean floor edges and corners.
- Do not unplug, disconnect, or move electronics.

9. Dining Room

- Dust and safely wipe the table.
- Wipe chair backs and seats as appropriate.
- Dust sideboards, cabinets, reachable fixtures, and sills.
- Wipe switches.
- Vacuum rugs or carpet; sweep and mop hard floors.
- Check under the table, straighten chairs, and remove normal trash.

10. Hallways, Entryways, and Stairs

- Remove cobwebs.
- Dust ledges and railings; wipe handrails.
- Wipe switches and handles.
- Clean entry-door glass when included.
- Vacuum carpeted stairs.
- Sweep and safely mop hard-surface stairs.
- Clean hallway floors, corners, and edges.
- Straighten entry rugs and check the entrance presentation.

11. Laundry Room

- Dust accessible surfaces.
- Wipe appliance exteriors, counters, and cabinet fronts.
- Clean the utility sink when included.
- Remove normal trash.
- Vacuum or sweep, then mop the floor.
- Wipe switches and handles.
- Laundry washing, drying, folding, and appliance interiors are separate services.

12. Home Office

- Dust accessible desk surfaces, shelves, chair, and furniture.
- Wipe switches and handles.
- Empty normal trash.
- Vacuum carpet and rugs; sweep and mop hard floors.
- Do not move paperwork, open drawers, handle confidential documents, or disconnect equipment.

13. Interior Windows and Blinds

- Clean interior glass when included.
- Wipe frames and sills.
- Clean tracks and detail blinds only when purchased.
- Clean accessible sliding-glass doors.

- Avoid damaged blinds, cracked glass, high windows, and unsafe ladder work.

14. Final Floor Procedure

- Pick up loose debris.
- Vacuum carpets slowly and evenly, using attachments along edges when needed.
- Sweep hard floors thoroughly.
- Select the correct floor product and use minimal moisture on sensitive floors.
- Mop from the farthest point toward the exit.
- Place wet-floor signs when appropriate.
- Allow floors to dry before final exit.
- Never use an unfamiliar product on specialty flooring without confirmation.

15. Final Quality-Control Inspection

- Confirm no obvious dust remains on included surfaces.
- Check mirrors for streaks and faucets for a polished appearance.
- Confirm toilets are clean and trash is removed.
- Replace liners when available.
- Confirm floors are free from visible debris.
- Make sure no supplies or cloths were left behind.
- Return furniture and lightweight items.
- Set lights, windows, doors, pets, and alarms according to instructions.
- Take completion photos only when authorized.

16. Completion Message

Your cleaning service is complete. I have finished the agreed cleaning checklist and secured the property according to your instructions. Thank you for choosing Senseful Clean & Shine.

For an occupied property, conduct a brief walkthrough when the customer is available.

17. Items Not Included in Standard Cleaning

- Inside oven, refrigerator, cabinets, or drawers.
- Full wall washing, detailed baseboards, interior windows, tracks, or blind detailing.
- Laundry, dishwashing, organization, or heavy clutter removal.
- Heavy furniture moving.
- Carpet extraction, floor stripping, or waxing.
- Exterior window cleaning.
- Biohazard, bodily-fluid, mold, pest-waste, construction-debris, or hazardous-material cleanup.

18. Safety and Property-Protection Rules

- Never mix chemicals and always follow product labels.
- Use gloves when appropriate.
- Use separate cloths for bathrooms and kitchens.
- Test unfamiliar products in an inconspicuous area.
- Do not stand on furniture; use only a stable step stool within safe reach.
- Do not move excessively heavy items.
- Report damage immediately and never conceal accidents.
- Never photograph personal information or share access codes.
- Secure keys, doors, children, pets, chemicals, and wet floors.

19. Recommended Color-Coded Cloth System

Use	Dedicated Cloth Assignment
Toilets and sanitary areas	Color 1
Other bathroom surfaces	Color 2
Kitchen surfaces	Color 3
Glass and mirrors	Color 4
General dusting	Color 5

The exact colors may be selected later, but the assignments should remain consistent.

20. Employee-Ready Standard

- Follow the same cleaning order and approved products.
- Follow the same cloth-separation rules.
- Complete the same checklist.
- Report pre-existing damage.
- Document completed work.
- Perform a final inspection.
- Follow access and security procedures.
- Never add unapproved services.
- Never discuss customer information outside the company.

This checklist is the foundation of the future Senseful Clean & Shine training manual and quality-control system.