

## **Best Practice Approval Sheet** *Cleaning*



- Furniture and smooth wood surfaces dusted (using Pledge or similar product)
- Baseboards, chair rail, shelves, decorative items, window sills, ceiling fan blades, blinds and shutters wiped clean
- Storm doors, sliding glass doors, door knobs and handles, glass table tops, and mirrors cleaned with window cleaner (there are no smudges or smears when complete)
- Bathrooms-
  - Tub/shower walls and base, toilet, sink and all plumbing fixtures cleaned using bleach cleaner.
  - Mirror and shower doors cleaned with window cleaner (there are no smudges or smears when complete).
- Kitchen-
  - Countertops have been cleaned using proper cleaner
  - Appliance faces and tops have been cleaned with proper cleaner
  - Sinks and faucets cleaned with bleach cleaner
- Carpet has been vacuumed
- Hard surface floors have been swept, then mopped (using wet swiffer or mop)
- All trash has been removed from site
- Field Worker Policy is being followed

### **General Requirements**

- Work was completed on time
- Daily check-in/out was conducted through Service Coordinator
- We have current certificate of insurance (with worker's comp and liability) on file