

## Deep Cleaning Task Checklist

### Turn Mattresses and Change Bedspreads

- Remove linens from the bed.
- Lift the mattress off the box spring.
  - **SAFETY TIP:** This is a two-person job.
  - **SAFETY TIP:** Use your legs, not your back.
- Lift the box spring off the bed frame.
- Inspect for tears, soil spots or broken springs.
- Inspect and clean the frame and headboard.
- Vacuum behind and inside the bed platform.
- Rotate the box spring.
- Turn the mattress (Don't flip pillow top mattresses).
  - **TIP:** Position the appropriate number or month on the mattress in the upper left corner of the bed frame.
- Vacuum the mattress cording.
- Inspect pillows and replace pillows that have stains.
- Remake the bed with a clean mattress pad, linens and bedspread.
  - **TIP:** Make sure dust ruffles are straight.

### Dust High Places

- Using an extended feather duster, dust where the wall meets the ceiling.
  - **SAFETY TIP:** Use stepladders appropriately to reach high areas.
- Dust smoke detectors and sprinklers.
- Dust the tops of tall furniture such as armoires.
- Dust light diffusers; clean with a damp cloth if needed.
- Dust vents.
- Clean anything else above eye level.

### **Clean Draperies and Wash Windows**

- Remove draperies that need professional dry cleaning from drapery rods.
  - **SAFETY TIP:** Use a stepladder, not a chair, to reach drapery rods.
- Label draperies by room number, and send them to be dry cleaned.
- Inspect and clean pulls, hooks and rods.
- Place hooks in sealable bags.
- Use a scrubber and window cleaner to clean grease marks and grime from windows.
  - **TIP:** Report any dirt on the outside of windows.
- Work from the top down in an “S” pattern with a squeegee.
- Wipe window frames with a damp cloth.
- Clean window track thoroughly.
- Hang replacement draperies.
- To remove dust, vacuum draperies from the top down. Get into the folds, and clean the back. Dust sheers often.
- Wipe the back of vinyl draperies with a damp cloth.

### **Wash Walls, Baseboards, and Doors**

- Use a mild solution of all-purpose cleaner on a soft sponge and clean gently.
  - **TIP:** Spray cleaner directly on the sponge, not on the wall.
- Work from the bottom up to avoid streaks, and work clockwise around the room.
  - **TIP:** Report any marks you can't remove.
- Dry all surfaces with a clean cloth.
- Clean anything hanging on the wall.
- Wipe switch plates, phone plugs and wall jacks.
- Clean the closet walls and luggage racks.
- Clean both sides of every door, including viewers, hinges, the frame, locks and lock plates.

## Clean Furniture

### *Upholstery*

- Vacuum upholstery.
- Use a vacuum attachment to get into tight spots.
- Clean under cushions, and inspect and turn them.
- Rub upholstery spots gently with a light fabric cleaner, and then blot the area with a white cloth.
- Check the manufacturer's directions before cleaning spots from upholstery.
  - **TIP:** Report any stains you cannot remove.

### *Wood or Laminated Furniture*

- Use an oil-based cleaner on wood furniture.
- Use all-purpose cleaner to wipe laminated furniture. Clean the backs of all furniture.
- Dry with a clean cloth.
- Wipe room accessories such as the telephone.
  - **TIP:** Pay special attention to phone mouthpieces.
- Use a cloth to wipe inside drawers.
- Report any drawers that do not slide smoothly or have missing hardware (i.e., handles)

## Clean Carpets

- Work clockwise around the room to clean carpets.
  - **SAFETY TIP:** Get help moving large pieces of furniture.
- Edge the carpets with a crevice tool or a broom.
- Take care of carpet spots. Use standard removal techniques depending on the type of stain.
  - **TIP:** Effective spot cleaning reduces the amount of shampooing needed.
- Reposition the furniture.

## Clean Lights

- Remove the shade.
  - **SAFETY TIP:** Use a stepladder to reach high areas.
  - **SAFETY TIP:** Place the shade in a secure spot.
- Use a damp cloth to clean the fixture and shade thoroughly.

#### Housekeeping

- Reposition the shade.
- Remove and dust exit sign covers.
- Wipe inside exit signs with a damp cloth.
- Replace exit sign covers.

#### **Replace Shower Curtains**

- Remove the shower curtain.
- Soak the hooks in soapy water.
- Replace any broken hooks.
- Clean the curtain rod.
- Reposition a clean shower curtain.

#### **Scrub Tile and Grout**

- Use grout cleaner and a grout brush to remove mold and mildew.
  - **SAFETY TIP:** Wear gloves and eye protection
- Remove any buildup from the shower, the tub, around the sink, the commode and the ceramic tile floor.
- Rinse all areas thoroughly.
- Dry and polish with a dry cloth.
  - **TIP:** Report any problems.