

REO Initial and Reoccurring Maid Services Checklist

All items must be initialed (or write N/A if an item is not applicable) and the form must be signed. This is a required part of your work order and a copy must be submitted in your update. All tasks completed on the Maid Service must be accompanied with supporting photos to show cleaning agents used, wet surfaces from use of the cleaning agents, and the standard sets of Before, During, and After photos to complete the work completed.

Entry Way:

- Floor swept/mopped
- Cobwebs removed from corners/ceiling
- Baseboards, walls wiped down
- Light fixtures, switch/outlet covers cleaned
- Storm door glass cleaned

Living Room and/or Family Room (Number: _____)

- Floor swept/mopped or carpet vacuumed
- Cobwebs removed from corners/ceiling
- Baseboards, walls wiped down
- Light fixtures, switch/outlet covers cleaned
- Windows clean, window sills wiped off
- Door frames free of dust
- Fireplace cleaned out (if applicable)
- Ceiling fan blades clean

Kitchen:

- Sink cleaned
- Stove/oven cleaned per below*
- Microwave cleaned per below*
- Dishwasher cleaned per below*
- Refrigerator cleaned per below*
- Floor swept and mopped
- Windows cleaned, window sills wiped off
- Counters clean
- Cobwebs removed from corners/ceiling
- Baseboards, walls wiped down
- Light fixtures, switch/outlet covers cleaned
- Ceiling fan blades clean

**All Appliances must be cleaned inside and out on the Initial Maid Services and cleaned on the outside during Reoccurring services showing a wet agent used*

Enclosed Porch:

- Floor swept/mopped or carpet vacuumed
- Cobwebs removed from corners/ceiling
- Baseboards, walls wiped down
- Light fixtures, switch/outlet covers cleaned
- Windows clean, window sills wiped off
- Door frames free of dust
- Door frames free of dust
- Ceiling fan blades clean

Porches/Deck Areas/All Paved Surfaces:

- Swept free of debris
- All leaves, sticks, and all other debris removed

Bedrooms (Number of bedrooms: _____)

- Floor swept/mopped or carpet vacuumed
- Cobwebs removed from corners/ceiling
- Baseboards, walls wiped down
- Light fixtures, switch/outlet covers cleaned
- Windows clean, window sills wiped off
- Door frames free of dust
- Ceiling fan blades clean
- Closet floors swept/mopped/vacuumed

Bathrooms (Number of bathrooms: Full__ Half__)

- Floor swept/mopped
- Cobwebs removed from corners/ceiling
- Baseboards, walls wiped down
- Light fixtures, switch/outlet covers cleaned
- Windows clean, window sills wiped off
- Door frames free of dust
- Sinks and faucets clean
- Toilets cleaned, inside and out
- Tub/shower and surrounding area cleaned
- Mirrors, cabinets, drawers, shelves clean
- Free of all debris, swept out
- Cobwebs removed from corners/ceiling

**ALL Horizontal surfaces cleaned, Appliances, Sills, Counters, etc. must be shown wet w/ cleaning agent*

**All Carpets vacuumed must show vacuum lines*

**All Hard Floors mopped must show evidence of floors being wet in During and dirty water in After photos*

Garage:

- Swept free of debris
- All leaves, sticks, and all other debris removed
- *Interior window panes and sills must be cleaned on the Initial Maid Service and maintained on the Reoccurring Services. Sills are to be cleaned on every visit.*

Air Fresheners:

- Must be placed at all sinks and water draining areas, opened, and dated in permanent marker

I hereby confirm that the above items have been completed as required. All applicable required photos will also be submitted with this order.

Print Name _____ **Signature** _____ **Date** ____/____/____