

Move-in Ready Cleaning Scope of Work (Sample)



Entry Area

- Wipe down/dust door frames and doors
- Wipe down/dust artwork frames
- Wipe down baseboards
- Vacuum & mop floor (rug & hardwood)

Bathroom

- Scrub & wipe down all surfaces including sink, mirror, countertops, toilet & tub/shower
- Wipe down/wash door frame and door
- Wipe down/wash baseboards
- Vacuum & mop floor (tile)

Laundry Room

- Wipe down washer & dryer
- Wipe down/wash door frame and door
- Wipe down/wash baseboards
- Vacuum & mop floor (tile)

AC/Hot water Heater Room

- Wipe down/dust door frames and doors and vents
- Vacuum floor

Living Area

- Wipe down/dust ceiling fan
- Wipe down/dust window frames and sills and interior glass
- Clean interior glass (balcony doors)
- Wipe down/dust all surfaces including furniture, picture frames & artwork
- Vacuum under all furniture cushions
- Wipe down baseboards
- Vacuum & mop floor (rug & hardwood)

Dining Area

- Wipe down/dust light fixture
- Wipe down/dust door frames and doors
- Clean interior glass (balcony doors)
- Wipe down/dust all surfaces including furniture, picture frames & artwork
- Wipe down baseboards
- Vacuum & mop floor (rug & hardwood)

Kitchen

- Wipe down/dust cabinets (inside & out)
- Scrub & wipe down sink & countertops
- Clean fridge (inside & out – extra dirty)
- Clean microwave (inside & out)
- Clean stove top (smooth)
- Clean oven (inside & out – extra dirty)
- Clean dishwasher (inside & out)
- Run dishwasher & put away dishes
- Vacuum & mop floor (rug & hardwood)

Master Bedroom

- Wipe down/dust ceiling fan
- Wipe down/dust door frames and doors
- Wipe down/dust window treatment rod, frames, sills and interior glass
- Wipe down/dust all surfaces including furniture, picture frames & artwork
- Wipe down baseboards
- Vacuum floor (carpet)

Master Bathroom

- Scrub & wipe down all surfaces including sink, mirror, countertops, cabinets, toilet & tub/shower
- Wipe down/wash door frame and door
- Wipe down/wash baseboards
- Vacuum & mop floor (tile)

Master Closet

- Wipe down/wash door frame and door
- Wipe down/wash baseboards
- Vacuum floor (carpet)

Bedroom 2

- Wipe down/dust ceiling fan/light
- Wipe down/dust door frames and doors
- Wipe down/dust all surfaces including furniture, picture frames & artwork
- Wipe down baseboards
- Vacuum floor (carpet)