



**BAY SIDE CONCIERGE SERVICES, LLC**  
**STANDARD GENERAL CLEANING**

**GENERAL CLEAN**

- Dust with Pledge all wood surfaces, tops, bottoms, fronts and backs (use Swifter where you cannot reach with rag or step stool) \_\_\_\_\_
- Dust all pictures, mirrors, knick knacks, figurines, and candles \_\_\_\_\_
- Windex all glass and mirror surfaces (Complete surface using step stool to reach all areas). Do not leave any streaks. \_\_\_\_\_
- Scrub bathrooms with Comet in tubs, toilets, sinks, and bottoms of showers. Rinse area thoroughly. Clorox Clean-up all toilets, sinks, tubs, countertops and any cabinetry that will not be harmed by bleach. Tilex shower tiles and around molding to prevent mildew. Use Fabuloso (1 cab full) as a neutralizer in the toilet once cleaned. Windex mirrors and shower doors (completely – use step stool to reach mirrors that are too tall). Spray a small amount of Windex on all porcelain and fiberglass surface areas to shine all items in the bathroom once cleaned. Wipe all fronts of cabinets down with All Purpose or Clorox Clean up (if white surface). \_\_\_\_\_
- Shop vac all hardwood, tile, linoleum, and floors without carpeting. Shop vac using flat head on all tile floors with brushes up and brushes down on wood floors. **Shop vac all baseboards every time (taking flat head off of nozzle, apply round brush to loosen soil and dirt from baseboards). Shop vacuum all sliding door tracks each visit** \_\_\_\_\_
- Dust windows and sills with Swifter duster (use damp cloth if soiled) \_\_\_\_\_
- Swifter dust all blinds (turning blinds from front side to back side to dust both sides of blinds)
- Swifter dust all ceiling fans and light fixtures (each visit) \_\_\_\_\_
- Vacuum all carpeted areas \_\_\_\_\_
- Mop all hard surface floors with disinfectant or hardwood floor cleaner (use cotton mop on ceramic tile and other tiled floors and yellow microfiber on laminate and wood floors); Use wood floor mop with Bona on wood floors as needed or alternate with Vinegar and Water \_\_\_\_\_
- Scrub kitchens with Comet, Clorox Clean-up and Windex. Use scrub pad or Magic Eraser to remove all burnt food on stove. Use Greased Lightening on all stove tops and inside microwave's to remove grease residue. Use stainless steel cleaner on all stainless steel appliances and buff out with paper towel or clean microfiber rag. Wipe inside of microwave out. Wipe down outside and top of refrigerator and fronts of all cabinets.
- Dust all interior doors removing all accumulated dust. Use damp cloth and cleaner to remove hand prints and smudges from door surfaces as needed. \_\_\_\_\_
- Windex 2 sets of doors (front and rear entrance doors if discussed in initial interview) \_\_\_\_\_
- Wipe the laundry room washer and dryer off, clean utility sink with a mixture of Comet and Clorox Clean Up, wipe fronts of cabinetry down, shop vacuum baseboards and floors. Mop floors thoroughly \_\_\_\_\_

**OUR DETAIL CLEAN IS A SEPARATE SERVICE FROM A GENERAL CLEAN. THESE SERVICES ARE PROVIDED AT AN ADDITIONAL COST.**

**DETAIL CLEAN**

- All of the items listed in the **General Clean** checklist above plus,
  - Scrub scuffs from walls using Magic Eraser and Greased Lightening in a pale of water \_\_\_\_\_
  - Dust all walls down with microfiber wall duster and damp wipe with Spic and Span once dusted
  - Wipe all wood work, interior doors and baseboards down with Spic and Span \_\_\_\_\_
  - Shop vac and hand wipe all window tracts out with damp rag \_\_\_\_\_
  - Shop vac screens (inside only) **(additional fee)**
  - Wipe all window sills, window casings, chair rails and any wood work around doors and windows with Spic and Span and damp rag \_\_\_\_\_
  - Pull out refrigerator and stove **(if possible)** to shop vacuum and mop floor under appliance
  - Hand wipe ceiling fans with damp Spic and Span rag
  - Pull out washer and dryer (if possible) to shop vacuum under, around and baseboards behind appliances. Mop thoroughly with Spic and Span.
  - Clean oven **(wipe out oven after running self-cleaning cycle. Use Easy Off to remove any additional dirt, grease or residue from oven)** \_\_\_\_\_
  - Thoroughly clean all light fixtures (outside of fixture only) with damp Spic and Span rag \_\_\_\_\_
  - Clean interior windows **(clean inside only)**. If requesting inside and out, BAY SIDE will provide the customer with a sub-contractor window cleaning company to contact for this service.