

MADC – MANDATORY ANNUAL DEEP CLEANING CHECK LIST

KEY#: _____ **DATE COMPLETED:** _____ **COMPLETED BY:** _____

DID YOU CLEAN?	Y	N	DID YOU CLEAN?	Y	N
KITCHEN			ALL ROOMS TOP TO BOTTOM		
ALL CABINETS & DRAWERS – ALSO ORGANIZE			START WITH COB WEBBING IN ALL CORNERS		
WASH EVERYTHING IN CABINETS & DRAWERS			CLEAN DOORS & DOORWAYS		
REPLACED SHELVING PAPER			CLEAN ALL GLASS LAMP FIXTURES		
ALL APPLIANCES: INSIDE & OUT (FRIDGE, STOVE, OVEN, DISHWASHER, MICROWAVE, ETC.)			CLEAN ON TOP, BEHIND & UNDER ALL FURNITURE INCLUDING: TABLES, BEDS, DRESSERS, TV STANDS, ETC.		
CLEAN UNDER SINK & ORGANIZE			CLEAN LIGHT SWITCHES		
CLEAN ALL TRASH CANS			CLEAN ALL CEILING FANS COMPLETELY		
DEFROST FREEZER IF NECESSARY			CLEAN ALL BASE BOARDS		
ALL COUNTER TOPS			WIPE OFF CLOSET SHELVES		
SWEEP & MOP ALL FLOORS			VACUUM ALL CARPETS-SWEEP & MOP ALL FLOORS		
ALL KITCHEN TOWELS AND MITS- HOW MANY? _____			REMOVE ALL FURNITURE CUSHIONS & VACUUM		
INVENTORY DONE? KEEP NECESSARY ITEMS ONLY			ALL CURTAINS & BLINDS CLEAN?		
BATHROOMS			ROOMS		
HOW MANY? _____			ENTRYWAY		
CLEAN ALL BATHROOMS & TOILETS			LIVING ROOM		
ALL CABINETS & DRAWERS – ALSO ORGANIZE			DINNING ROOM		
CLEAN SINK & UNDER SINK			CASITA		
CLEAN ALL SHOWER DOORS & TRACKS			BEDROOMS HOW MANY? _____		
REPLACED SHOWER CURTAINS?			OTHER ROOMS? _____		
CLEAN ALL TRASH CANS					
VACUUM CARPETS OR SWEEP & MOP ALL FLOORS			LAUNDRY		
WINDOWS IN & OUT			TOWELS		
HOW MANY? REGULAR _____ SMALL _____			HOW MANY?		
SLIDING DOORS _____			BATH _____ HAND _____ WASH _____ POOL _____		
WINDOW TRACKS?					
OUTSIDE			BEDDING		
CLEAN ALL PATIO FURNITURE & COBWEBS			SHEETS? KING _____ QUEEN _____ TWIN _____		
BBQ (REPLACE UTENSILS IF NEEDED)			HOW MANY? COMFORTERS _____ SPREADS _____		
REPORT ANY YARDS NOT WELL KEPT			DUVETS _____ PILLOW SHAMS _____ BED SKIRTS _____		
POOL CLEAN? DOES IT HAVE A NET?					

DO THESE WORK?	Y	N
CABLE OR SATELLITE		
DVD & VCR		
ALL TV'S & ALL REMOTES		
STEREO SYSTEM		
CEILING FANS		
TELEPHONES		
ALARM SYSTEM		
LIGHTBULBS IN LAMPS, FRIDGE & STOVE- ALL LIGHTS INSIDE & OUTSIDE		
ALL APPLIANCES IN KITCHEN (MICROWAVE, TOASTER, DISH WASHER, COFFEE MAKER, ETC.)		
WASHER & DRYER		
GARBAGE DISPOSAL		
VACUUM (CHECK EXTRA BAGS)		
FIREPLACES		
SMOKE DETECTORS HOW MANY? _____		
BBQ GRILL HOW MANY POPANE TANKS? _____		
GARAGE DOOR		
SLIDING DOORS, WINDOWS & CLOSET DOORS		
EXTRA BATTERIES FOR ALL REMOTES		
EXTRA LIGHT BULBS		

ITEMS	QT	COST	ITEMS	QT	COST
DISH SOAP			SALT & PEPPER		
AUTO DISH SOAP			SUGAR		
LAUNDRY SOAP			PLASTIC WRAP		
LIQ HAND SOAP			FOIL PAPER		
NEUTRAGENA SETS			WINDEX		
PAPER TOWELS			MULTI-CLEANER		
TOILET PAPER			PROPANE		
NON-SCRATCH SPONGES			COOKING OIL		
TOILET BRUSHES			GLAD TRASH BAGS		
PLUNGER			NAPKINS		
TISSUE PAPER			MOP & BROOM		
DUSTPAN			COFFEE & COFFEE FILTERS		
RUBBER CLEANING GLOVES			SQUEEGEES IF SHOWER GLASS DOORS		

CARPETS	Y	N
NEED CLEANING? WHERE? _____		
UPHOLSTERY		
NEED CLEANING? WHERE? _____		