

# Birch Cleaning Checklist

To protect the safety of our associates, reduce risk, comply with insurance and related work laws, Birch has developed a comprehensive checklist of typical cleaning items based on the related room and cleaning service desired. Customizations may be done. Contact us directly for questions.

## Kitchen Area

	Standard Clean	Deep Clean	Move In Out Clean
Overhead Lights	Dust if reachable*	Wipe clean if reachable*	Wipe clean if reachable*
Fans	Dust if reachable*	Wipe clean if reachable*	Wipe clean if reachable*
Cabinets Exterior	Dust, light clean	Wipe clean if reachable*	Wipe clean if reachable
Cabinets Interior	N/A	Dust**	Wipe clean if reachable*
Counter Tops	Dust, clean, disinfect	Dust, clean, disinfect	Dust, clean, disinfect
Appliance Exterior	Dust, clean, disinfect***	Dust, clean, disinfect***	Dust, clean, disinfect***
Appliance Interior	N/A	N/A	Wipe clean****
Sink	Dust, clean, disinfect	Dust, clean, disinfect	Dust, clean, disinfect
Dishes	N/A	N/A	N/A
Windows	Dust, light clean	Wipe clean	Wipe clean
Blinds	Dust, light clean	Wipe clean	Wipe clean
Baseboards	N/A	Wipe clean	Wipe clean
Floor	Sweep, mop	Sweep, mop	Sweep, mop
Kitchen Table	Dust, clean, disinfect	Dust, clean, disinfect	Dust, clean, disinfect

- \* "if reachable" - items must be accessible safely from small step stool. Use of ladders not permitted.
- \*\* Dusting of interior cabinets - We do not remove dishes, only dust available spaces.
- \*\*\* Dust, Clean, Disinfect of Appliance Exterior is surface only. Items and components will not be removed.
- \*\*\*\* Wiping clean of Appliance Interior - Appliances must be empty, safe, and easily accessible. Items will not be soaked.
- \*\*\*\*\* No furniture is moved during cleaning. This includes tables, desks, beds, couches, and appliances.

## Bathroom Areas

	Standard Clean	Deep Clean	Move In Out Clean
Overhead Lights	Dust if reachable*	Wipe clean if reachable*	Wipe clean if reachable*
Fans	Dust if reachable*	Wipe clean if reachable*	Wipe clean if reachable*
Vents	Dust if reachable*	Wipe clean if reachable*	Wipe clean if reachable*
Cabinets Exterior	Dust, light clean	Wipe clean	Wipe clean
Cabinets Interior	N/A	Dust**	Dust**
Counter Tops	Dust, clean, disinfect	Dust, clean, disinfect	Dust, clean, disinfect
Mirrors	Wipe clean	Wipe clean	Wipe clean
Sink	Dust, clean, disinfect	Dust, clean, disinfect	Dust, clean, disinfect
Bathtub	Dust, clean	Dust, clean, disinfect	Dust, clean, disinfect
Shower	Dust, clean	Dust, clean, disinfect	Dust, clean, disinfect
Windows	Dust, light clean	Wipe clean	Wipe clean
Blinds	Dust, light clean	Wipe clean	Wipe clean
Baseboards	N/A	Wipe clean	Wipe clean
Hard Floors	Sweep, mop	Sweep, mop	Sweep, mop
Carpet Floors	Vacuum	Vacuum	Vacuum

- \* "if reachable" - items must be accessible safely from small step stool. Use of ladders not permitted.
- \*\* Dusting of interior cabinets - We do not remove dishes, only dust available spaces.
- \*\*\* No furniture is moved during cleaning. This includes tables, desks, beds, couches, and appliances.

## Bedrooms

	Standard Clean	Deep Clean	Move In Out Clean
Overhead Lights	Dust if reachable*	Wipe clean if reachable*	Wipe clean if reachable*
Fans	Dust if reachable*	Wipe clean if reachable*	Wipe clean if reachable*
Vents	Dust if reachable*	Wipe clean if reachable*	Wipe clean if reachable*
Desks	Dust, light clean	Dust, clean, disinfect	Dust, clean, disinfect
Lamps	Dust, light clean	Dust, light clean	Dust, light clean
Shelves	Dust, light clean**	Dust, wipe clean**	Dust, clean, disinfect**
Mirrors	Wipe clean	Wipe clean	Wipe clean
Windows	Dust, light clean	Wipe clean	Wipe clean
Blinds	Dust, light clean	Wipe clean	Wipe clean
Baseboards	N/A	Wipe clean	Wipe clean
Beds	Apply fresh sheets***	Apply fresh sheets***	Apply fresh sheets***
Hard Floors	Sweep, mop	Sweep, mop	Sweep, mop
Carpet Floors	Vacuum	Vacuum	Vacuum
Closets	Clean floors	Clean floors	Clean floors

- \* "if reachable" - items must be accessible safely from small step stool. Use of ladders not permitted.
- \*\* Dust, light clean of shelves - To prevent breakage, items will not be removed.
- \*\*\* Applying fresh sheets - Sheets must be washed, dried and ready to be applied prior to arrival. Items will not be washed.
- \*\*\*\* No furniture is moved during cleaning. This includes tables, desks, beds, couches, and appliances.

## Living/Offices

	Standard Clean	Deep Clean	Move In Out Clean
Overhead Lights	Dust if reachable*	Wipe clean if reachable*	Wipe clean if reachable*
Chandeliers	N/A**	N/A**	N/A**
Fans	Dust if reachable*	Wipe clean if reachable*	Wipe clean if reachable*
Vents	Dust if reachable*	Wipe clean if reachable*	Wipe clean if reachable*
Desks	Dust, light clean*	Dust, clean, disinfect	Dust, clean, disinfect
Lamps	Dust, light clean	Dust, light clean	Dust, light clean
Shelves	Dust, light clean*	Dust, wipe clean	Dust, wipe clean
Mirrors	Wipe clean	Wipe clean	Wipe clean
Windows	N/A	Wipe clean	Wipe clean
Baseboards	N/A	Wipe clean	Wipe clean
Bars	Dust, Clean, Disinfect	Dust, clean, disinfect	Dust, clean, disinfect
Hard Floors	Sweep, mop	Sweep, mop	Sweep, mop
Carpet Floors	Vacuum	Vacuum	Vacuum
Fireplace Interior	N/A	N/A	N/A

- \* "if reachable" - Items must be accessible safely from small step stool. Use of ladders not permitted.
- \*\* Chandeliers - Due to the delicate nature, risk of injury or damage, we do not allow cleaners to clean chandeliers.
- \*\*\* No furniture is moved during cleaning. This includes tables, desks, beds, couches, and appliances.

