

"NO PROBLEM!!!" Housekeeping

109055 HK

Visit us on-line at www.noproblemcc.com

P.O. Box 48004 – Watauga, Texas 76148 – 817.540.2999 or Fax 1.866.644.7970

Date: _____

Property Name: _____

Apt No. _____

Size: (Circle)

One Bedroom/Half Bath

Two Bedroom/One-Half Bath

Three Bedroom/Two Bath

Other: _____

Housekeeper _____

Notes: _____

Kitchen – Dishwasher	Bathroom(s) – Bathtub and/or Shower
Clean rubber seals and drainage area	Wipe down and clean all tile and grout
Add dishwashing cleaner and run through one cycle	Polish all chrome
Wipe down all outer surfaces and panels	Clean all soap dishes
Kitchen – Refrigerator	Remove decals from tub, clean and bleach
Clean all racks, drawers and interior surfaces	Clean shower doors (if applicable)
Clean rubber seals	Bathroom(s) – Toilet
Pull out and clean behind	Clean and deodorize all outer surfaces
Clean kickplate – sweep and wipe clean	Clean and deodorize all inside surfaces (including rim)
Kitchen – Freezer	Bathroom(s) – Sinks and Vanity
Wipe down all racks and interior surfaces	Wipe down countertops
Clean rubber seals	Clean sinks, stoppers and fixtures with Sheila Shine
Rinse ice trays (if applicable) and replace empty	Bathroom(s) – All other areas
Wipe down outside of refrigerator/freezer including top	Wipe down medicine cabinets inside and outside
Kitchen – Range/Oven (DO NOT use cleaner on self-clean)	Wipe out inside of all drawers and cabinets
Wipe down top and all outer surfaces	Wipe down all vent fans and covers
Degrease vent-a-hood and grease screen	Clean all mirrors
Wipe inside of range hood	Clean and polish all outer cabinets with lemon oil
Remove knobs – clean – replace	Sweep, mop and wax all uncarpeted floors (baseboards)
Pull out storage drawer and clean floor underneath*	Common Areas – Bedroom, living room, dining room
Wipe out storage drawer	Sweep, mop and wax all uncarpeted floors
Clean oven and racks	Sweep baseboards
Pull out and clean behind range*	Vacuum all carpeted areas (including closets)
Kitchen – Microwave (if applicable)	Clean sliding doors and sweep tracks
Wipe down top and all outer surfaces	Sweep patio and storage closet
Wipe down all inside surfaces	Clean front door with Sheila Shine
Remove glass tray and clean, replace*	Sweep and mop entry and/or breezeway
Kitchen – Trash Compactor (if applicable)	Clean light fixtures that are down, do not remove
Wipe down all outer surfaces	Wash around switch plates and switch plates, do not remove
Remove trash bag and wipe inside surfaces	Wipe off bookcases, shelves, ledges
Kitchen – Counters, Sink and Garbage Disposal	Wipe down wet bars and polish with Sheila Shine
Wipe all counters and bleach where necessary	Clean inside of windows
Run to ensure no food is present	Wipe all window sills
Clean sink, faucet and rim with Sheila Shine	Wipe down ceiling fans and tops of blades
Clean strainer and disposal stopper	Dust mini-blinds
Kitchen – Utility Room	Clean out fireplace
Sweep, mop and wax kitchen and utility room floors	Remove all cleaning items that belong to NPCC
Clean out lint filters in dryer	
Wipe out inside and outside of washer/dryer	

These charges have been approved and the unit was walked (if necessary):

Signature of property representative