COASTAL CLEANING
SOLUTIONS OF NWF, LLC

REGULAR & RECURRING CLEANING CHECKLIST

Client / Address: _____ **Date of Service:** _____

Contact Person: _____

Service: ☐ Bi-weekly ☐ Monthly ☐ One-time

ARRIVAL

- ☐ Review notes & requests from the last visit.
- ☐ Quick walkthrough; note anything new or damaged.
- ☐ Gather trash from all rooms; replace can liners.

DUSTING & SURFACES

- ☐ Flat surfaces, tabletops, and furniture.
- ☐ Shelves, decor, picture frames, and wall art.
- ☐ Window sills and reachable ledges.
- ☐ Ceiling fans and light fixtures (reachable).
- ☐ Lamps and electronics (dry dust).
- ☐ Light switches and door handles wiped.

BEDROOMS & LIVING AREAS

- ☐ Make beds; change linens if a fresh set is left out.
- ☐ Straighten pillows, throws & cushions.
- ☐ Mirrors and glass tabletops (streak-free).
- ☐ Coffee tables, media consoles & nightstands.

FLOORS

- ☐ Vacuum carpets and rugs.
- ☐ Vacuum / sweep hard floors, edges and corners.
- ☐ Mop all hard floors.

KITCHEN

- ☐ Countertops and backsplash.
- ☐ Stovetop and appliance exteriors.
- ☐ Microwave interior and exterior.
- ☐ Polish stainless steel appliances (streak-free).
- ☐ Cabinet fronts spot-cleaned (fingerprints & drips).
- ☐ Sink, faucet, and drain scrubbed and shined.
- ☐ Dining table and chairs wiped.
- ☐ Wall and floor area around the trash can.

BATHROOMS

- ☐ Showers and tubs scrubbed; hair-free finish.
- ☐ Toilets sanitized: inside, outside, and base.
- ☐ Counters, sinks, and faucets.
- ☐ Mirrors streak-free.
- ☐ Towel bars, hooks, and toilet paper holders.
- ☐ Bathroom floors mopped, edges and behind toilet.

FINAL WALKTHROUGH

- ☐ Room-by-room check against this checklist.
- ☐ All trash removed; fresh liners in every can.
- ☐ Note client requests for the next visit.
- ☐ Lights off, doors and windows locked.

CLIENT REQUESTS / NOTES FOR NEXT VISIT