



CLIENTS CHECKLIST

Invoice #: _____

Date: _____

LYDIA CARDINAL-ASSON
owner | Set It Up Services

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NAME: _____
ADDRESS: _____

CITY: _____
POSTAL CODE: _____
TEL: _____

Re: Cleaning Schedule: One-Time [] Weekly [] Bi-Monthly [] Monthly []

Kitchen		
Wash and put away dishes	Empty garbage	Clean small appliances
Wipe down cabinets	Clean microwave	Wash windows
Organize cabinets	Clean outside of appliances	Wipe cupboard doors
Put away dishes in dishwasher	Wipe down countertops	Wash or wipe trash can
Wipe down interior fridge	Wipe down backsplash	Clean oven and oven hood
Wipe down exterior fridge	Scrub and disinfect sink	
Organize pantry	Mop/sweep floors	
Bathroom(s)		
# of Bathroom(s): 1, 2, 3		
Scrub shower stall and fixtures	Clean mirrors	Clean showerhead
Scrub bathroom & faucet	Clean sink/countertop	Dust rugs
Scrub and clean counter	Wipe door/knobs	Shake or vacuum rugs
Scrub toilet	Clean tub	Replace towels

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Wipe cabinet	Clean outside of toilet	
Scrub bathroom & faucet	Empty trash	
Bedroom(s)		
# of Bedroom(s): 1, 2, 3		
Make bed/ change sheets	Change sheets	Straighten shoes
Straighten nightstand	Dust	Vacuum room
Put clothes away	Vacuum drapes	Dust blinds/vacuum curtains
Dust top of dressers/headboard	Windex mirrors	
Polish dressers	Wash bedding	
Living / Family Rooms		
Dust Mantle/Shelves/pictures	Steam clean sofa	Clean mirrors/dust pictures
Straighten pillows/cushions	Steam clean rugs and carpets	Clean electronics
Straighten coffee/end tables	Straighten books, DVD's, etc.	Dust blinds/vacuum curtains
Wipe spots off tables	Vacuum sofa and chairs	Wash windows
Dust tabletops	Vacuum room	
Polish Furniture	Baseboard	
Dining Room		
Dust cabinet	Dust buffet table	Wipe down/polish table
Clean mirrors		
Laundry / Utility Room		
Discard old cleaning supplies	Dust shelves	Clean insides of washer/dryer
Sweep/mop	Clean sink/countertops	Wipe washer/dryer
Dust Mantle/Shelves/pictures	Wash windows	
Empty trash	Remove lint from dryer vent	
Entryway / Mudroom		
Pick up clutter	Sweep entry and steps	
Organize shoes/coats	Clean rug/welcome mat	
Wash windows	Wash handrails and door	
Home Office		



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Clean windows	Refill office supplies	Dust/vacuum/sweep/mop office
File documents	Organize cabinets/drawers	
Empty trash		
Closet		
Sort clothes (keep/donate/garbage)	Wipe down	
Take dry cleaning and/clothes	Organize shoes	
Organize items		
Stairway		
Vacuum /Dust stairs	Wipe down spindles	
Polish wood spindles		
Throughout the House		
Change filters	Dust light fixtures	Dust deco items
Dust chandeliers	Dust ceiling & walls	Dust sideboard
Change burnout lightbulbs	Clean baseboards	

Additional Services:

These additional services are available and are charged separately.

- Clean Inside Oven
- Clean Inside Cabinets / Drawers (*must be empty)
- Clean Interior Windows
- Extra Dirty Cleaning
- Load of Laundry
- Clean Inside Fridge
- Handwashing Baseboards
- Balcony Sweeping / Mopping
- Clean Finished Basement
- Wet Wipe Blinds
- Put away/ organize tools



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- Organize sporting equipment
- Clean out Garbage and Recycle cans
- Organize seasonal Deco items
- Garage
- Professional Cleaning Contract

Services Not Offered:

Heavy lifting or move items 25 pounds or more (Safety and insurance requirements)
Stepping higher than 3 steps on a ladder (Safety and insurance requirements)
Cleaning of hoarding situations, high levels of trash/debris
Cleaning of bodily fluids, heavy mold, toys, pet waste or other biohazards
Wet wiping light bulbs, due to risk of breakage

Estimated Total Job Hours Required _____

Charges:

Fee per Cleaning \$ _____

First Time Cleaning Fee \$ _____

Discounts / Promo Code \$ _____
(Every 6th cleaning gets 15% discount)

Total = \$ _____



Set it Up
SERVICES
IMPROVE YOUR BUSINESS,
HOME AND OFFICE

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Remarks/Notes/Request:

Customer Signature/Date

Lydia Cardinal-Asson
Owner | SetiTuP Services