



**GENERAL CLEANUP**

- Dust/clean ceiling fans
- Clean trim, baseboards, window frames, and doorframes
- Dust handrails, mantels, and other various woodwork
- Clean sides and tops of doors
- Remove any paint, mud, and debris from hinges
- Vacuum carpet
- Clean floors (sweep / vacuum / mop, polish)
- Clean windows (glass, tracks, frames, etc.) and remove any stickers
- Clean light fixtures and bulbs
- Clean electrical switches and outlets
- Clean inside closets, inside cabinets, and on top of shelves
- Remove and clean drawers
- Clean blinds
- Remove and dispose of all trash
- Remove and dispose of any protective plastic film

**ENTRY & EXITS**

- Clean doors / door frames / knobs / handles
- Vacuum and dust entryway
- Sweep and clean porch (if applicable)
- Clean thresholds
- Clean exterior lights and remove any stickers

**KITCHEN**

- Vacuum, dust, and clean shelving and drawers
- Clean cabinet doors, tops of cabinets, glass, etc.
- Clean countertops, edges, and back splashes
- Clean excess caulking, adhesives, and debris from sinks/faucets
- Clean appliances inside and out
- Remove all packaging, plastic, labels, etc. and throw away (if applicable)

**BATH**

- Clean cabinets inside and out
- Clean excess caulking, adhesives, and debris from sinks/faucets
- Clean toilets
- Clean mirrors and glass
- Remove any stickers from toilet, bathtub, sink, etc.
- Remove all packaging, plastic, labels, etc. and throw away

**UTILITY/LAUNDRY/GARAGE**

- Clean cabinets inside and out
  - Clean appliances inside and out
  - Sweep and/or vacuum floors
  - Wipe clean furnace, hot water heater, etc.
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**NOTES/CONCERNS:**

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Project Location / Jobsite: \_\_\_\_\_

Crew: \_\_\_\_\_ Start Time: \_\_\_\_\_ | End Time: \_\_\_\_\_

Manager Signature: \_\_\_\_\_

Superintendent Signature: \_\_\_\_\_