

Point Management Group, LLC

Cleaning Division

Office Address: _____

Office Cleaning Checklist

Kitchen:

- Mop and/or vaccum floor
- Cabinet Interior and Exterior
- All Appliances Interior and Exterior (Refridgerator, Stove top, Oven, Microwave)
- Wipe counter tops
- Clean sink and faucets
- Empty all trash
- Wipe all control stations
- Dust top of cabinets, ledges, windows
- Wipe down smudges with magic eraser

Bathrooms:

- Clean mirrors
- Clean and sanitize toilet
- Clean and sanitize sink
- Clean and sanitize shower and tub
- Clean all vanities
- Mop and/or vaccum floor
- Wipe down smudges with magic eraser
- Remove trash
- Refill soap and paper towel dispenser

Offices

- Wipe down all counter spaces
- Dust entire room and baseboards
- Mop and/or vaccum floor
- Vacuum stairwells
- Wipe down smudges with magic eraser

Bedrooms

- Wipe down all spaces
- Mop and/or vaccum floor
- Dust entire room and baseboards
- Open all closet doors and vacuum and dust
- Wipe down smudges with magic eraser

Overall

- Wipe down all windows interior
- Dust all light fixtures

Extras

- Carpet Cleaning / Grout Cleaning
- Excessive trash removal
- Exterior window cleaning

Sub contract
\$50.00
price upon request