

Ladies Touch
OF CARTERET CO. INC.
est 1995

We don't cut corners. We clean them!

Property Management Company

Polly Simpson (Owner)

Office: 252-223-0516

Cell: 252-241-6644

EACH TIME OR WHEN NEEDED:

*** Sleeping, Living Areas ***

- Ceiling Fan dusted or clean
- Cobwebs removed
- Dusted all furniture, vacuumed sofa, chairs, Etc.
- Picture frames and intricate items, front and back, lamp shades
- Window Sills
- Blinds, dusted
- Baseboards, dust behind nightstands
- Ceiling fans
- All stairs vacuumed
- Wood floors, mopped or dusted
- Vacuum all carpet
- Carpet edges vacuumed

ADDITIONAL:

- Patio doors and tracks
- Clean front door
- Wash windows
- Linen change
- Wash linen & towels, fold
- Make beds
- Inside appliances
- Secure windows and doors

EACH TIME :

- Kitchen, Eating and Laundry Room Areas*
- Cobwebs removed, dusted
- Countertops cleaned
- Outside of range hood
- Top and front of range
- Drip pans cleaned and under rims
- Sinks cleaned and disinfected chrome, stainless steel shined
- Front of other appliances
- Small appliances wiped out, toaster, microwave, etc.
- Floors vacuumed and mopped
- Baseboards
- Blinds, window seal dusted
- Doors and frames rotate
- Ceiling fans dusted
- Outside of cabinets
- Washer and dryers wiped off

EACH TIME OR WHEN NEEDED:*** Bathrooms ***

- Cobwebs removed
- Tile walls, bathtubs and showers cleaned and disinfected
- Remove mildew from shower doors, etc.
- Vanity and sink cleaned and disinfected (Dust front of vanity)
- Mirrors and chrome fixtures cleaned and shined
- Doors and frame
- Floors washed and disinfected
- Toilets cleaned and disinfected
- General dusting
- Baseboards wiped
- Blinds, window seal dusted

ADDITIONAL- Things we do for rentals, vacation properties, Etc:

- Place sanitary strips on toilets
- Check all trash cans, replace trash bags
- Check under beds, drawers, closets
- Discard food from all refrigerators
- Check all decks and patio furniture, water hoses, Etc.

- Take trash cans out to road for pick-up
- Report damages, repairs Etc.
- Wash linen and make beds as needed
- Secure decks and patio furniture
- Turn on/off water and hot water heater
- Change air filters as needed

HOUSE CHECK ONLY:

- Water plants
- Check for leaks inside/outside
- Check for storm damage, Etc.
- Clean toilets and wipe down bathrooms
- Remove dead bugs, Etc.
- Light dusting and vacuum all floors
- Set heat/ AC temps
- Change air filters as needed
- Secure deck/patio furniture as needed
- Secure windows and doors

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Annual Spring and Move-Out Cleaning Checklist

- All ceiling fans and light fixtures/lamp shades are dusted and clean
- Remove all cobwebs and dust from ceiling, corners and walls
- Remove any marks on walls
- Clean light switch plates
- Dust all louvered and panel doors
- Dust blinds throughout house
- Clean inside/out accessible windows/sliding glass doors, mirrors and door tracks
- Vacuum and deodorize mattresses and bed frames
- Wash or dry clean (dry clean at owners expense) all bedding, drapes and slip covers
- Vacuum carpets throughout and have them professionally cleaned
- Mop all hardwood, laminate, vinyl, tile, etc.
- Dust or vacuum all furniture

*** Bathrooms***

- Polish all bathroom fixtures, clean exhaust fans and light fixtures
- Clean mirrors and counter tops
- Clean cabinets inside/out
- Remove hard water stains from shower doors, shower walls, tub walls and commode if possible
- Shower door tracks

Kitchen

- Remove all dust, grime, etc. from tops, inside and out of cabinets, backsplash and drawers
- Wash/sanitize all eating utensils and dishes
- Pull out refrigerator and clean under/behind and top

- Vacuum refrigerator vent
- Clean inside/outside of stove, refrigerator, dishwasher, etc.
- Remove stove knobs if possible and wash/degrease
- Clean under burner pans
- Stove hood and filter cleaned

Heating and Air

- Clean all air registers and grates of dust and grime
- Change filters

Laundry Rooms

- Move washer and dryer (if possible) sweep or vacuum out throughout, wash floor
- Clean lint filter and dryer vent hose (if possible)
- Clean shelving
- Clean outside of hot water heater and clean drip pan at base

Miscellaneous

- Sweep decks/porches, carports, garages
- Remove all discarded furniture and other debris
- Remove all trash and debris inside/out
- Take trash can to road for city pickup