



Angel's Move-In/Move-Out or Spring Clean Checklist

Move-in/Move-out cleaning services or Spring Cleans are detailed and thorough cleaning with particular attention to those areas which are often overlooked.

ANGEL'S NAME: _____ **DATE:** _____

CLIENT'S NAME: _____

ADDRESS: _____

<i>Kitchen</i>	<i>Actioned by</i>	<i>Checked by</i>
Stove/hotplates/oven – inside and outside. These should be sprayed by the client on the evening prior to the booking		
Range Hoods – external only		
Refrigerator – inside & out (refreshed with vanilla essence on a damp cloth)		
Cupboards – inside and out		
Light fittings – (uncomplicated fittings which can be easily reached) removed, cleaned & replaced		
Light switches and power-points – marks & fingerprints removed		
Ceilings – cobwebs removed		
Ventilation grills – external only		
Walls – spot cleaned (washed if necessary)		
Windows & tracks – interior windows only		
All surfaces – eg. Furniture - dusted and cleaned		
Time taken:		
Comments:		
All fields must be completed. Write "N/A" if not applicable.		

<i>Lounge/dining room</i>	<i>Actioned by</i>	<i>Checked by</i>
Cupboards – inside and out		
Light fittings – (uncomplicated fittings which can be easily reached – no chandeliers) removed, cleaned & replaced		
Light switches and power-points – marks & fingerprints removed		
Woodwork – all window frames and skirting boards wiped down		



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Floors – appropriately vacuumed, mopped and./or polished		
Doors – handles dusted and polished		
Security doors – screens to be vacuumed		
Ceilings – cobwebs removed		
Ventilation grills – external only		
Walls – spot cleaned (washed if necessary)		
Windows & tracks – interior windows only		
All surfaces – eg. Furniture – dusted and polished		
Time taken:		
Comments:		
All fields must be completed. Write “N/A” if not applicable.		

Main bathroom	Actioned by	Checked by
All taps, waterspouts, soap holders, plugs and drain holes		
Shower and shower rose		
Tiles		
Glass walls and doors		
Basins and baths		
Bathroom cabinet – inside and out		
Mirror/s		
Toilet – inside and out, including seat and U-pipe		
Light fittings – (uncomplicated fittings which can be easily reached) removed, cleaned & replaced		
Light switches and power-points – marks & fingerprints removed		
Ceilings – cobwebs removed		
Ventilation grills – external only		
Walls – spot cleaned (washed if necessary)		
Windows & tracks – interior windows only		
Walls – spot cleaned (washed if necessary)		
All surfaces cleaned thoroughly		



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Time taken:		
Comments:		
All fields must be completed. Write "N/A" if not applicable.		

<i>Ensuite</i>	<i>Actioned by</i>	<i>Checked by</i>
All taps, waterspouts, soap holders, plugs and drain holes		
Shower and shower rose		
Tiles		
Glass walls and doors		
Basins and baths		
Bathroom cabinet – inside and out		
Mirror/s		
Toilet – inside and out, including seat and U-pipe		
Light fittings – (uncomplicated fittings which can be easily reached) removed, cleaned & replaced		
Light switches and power-points – marks & fingerprints removed		
Woodwork – all window frames and skirting boards		
Floors – appropriately vacuumed, mopped and./or polished		
Doors – handles dusted and polished		
Ceilings – cobwebs removed		
Ventilation grills		
Walls – spot cleaned (washed if necessary)		
Windows & tracks – interior windows only		
All surfaces cleaned thoroughly		
Time taken:		
Comments:		
All fields must be completed. Write "N/A" if not applicable.		

<i>Powder Room</i>	<i>Actioned by</i>	<i>Checked by</i>
All taps, waterspouts, soap holders, plugs and drain holes		
Shower and shower rose		



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Tiles		
Glass walls and doors		
Basins and baths		
Bathroom cabinet – inside and out		
Mirror/s		
Toilet – inside and out, including seat and U-pipe		
Light fittings – (uncomplicated fittings which can be easily reached) removed, cleaned & replaced		
Light switches and power-points – marks & fingerprints removed		
Woodwork – all window frames and skirting boards		
Floors – appropriately vacuumed, mopped and./or polished		
Doors – handles dusted and polished		
Ceilings – cobwebs removed		
Ventilation grills		
Walls – spot cleaned (washed if necessary)		
Windows & tracks– interior windows only		
All surfaces cleaned thoroughly		
Time taken:		
Comments:		
All fields must be completed. Write “N/A” if not applicable.		

<i>Bedroom 1</i>	<i>Actioned by</i>	<i>Checked by</i>
Cupboards/walk-in robes – inside and out		
Light fittings – (uncomplicated fittings which can be easily reached) removed, cleaned & replaced		
Light switches and power-points – marks & fingerprints removed		
Woodwork – all window frames and skirting boards		
Floors – appropriately vacuumed, mopped and./or polished		
Doors – handles dusted and polished		
Ceilings – cobwebs removed		
Walls – spot cleaned (washed if necessary)		
Windows & tracks – interior windows only		



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All surfaces – eg. Furniture – dusted and polished		
Time taken:		
Comments:		
All fields must be completed. Write “N/A” if not applicable.		

Bedroom 2	Actioned by	Checked by
Cupboards/walk-in robes – inside and out		
Light fittings – (uncomplicated fittings which can be easily reached) removed, cleaned & replaced		
Light switches and power-points – marks & fingerprints removed		
Woodwork – all window frames and skirting boards		
Floors – appropriately vacuumed, mopped and./or polished		
Doors – handles dusted and polished		
Ceilings – cobwebs removed		
Walls – spot cleaned (washed if necessary)		
Windows & tracks – interior windows only		
All surfaces – eg. Furniture – dusted and polished		
Time taken:		
Comments:		
All fields must be completed. Write “N/A” if not applicable.		

Bedroom 3	Actioned by	Checked by
Cupboards/walk-in robes – inside and out		
Light fittings – (uncomplicated fittings which can be easily reached) removed, cleaned & replaced		
Light switches and power-points – marks & fingerprints removed		
Woodwork – all window frames and skirting boards		
Floors – appropriately vacuumed, mopped and./or polished		
Doors – handles dusted and polished		
Ceilings – cobwebs removed		



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Walls – spot cleaned (washed if necessary)		
Windows & tracks – interior windows only		
All surfaces – eg. Furniture – dusted and polished		
Time taken:		
Comments:		
All fields must be completed. Write “N/A” if not applicable.		

<i>Bedroom 4/Study</i>	<i>Actioned by</i>	<i>Checked by</i>
Cupboards/walk-in robes – inside and out		
Light fittings – (uncomplicated fittings which can be easily reached) removed, cleaned & replaced		
Light switches and power-points – marks & fingerprints removed		
Woodwork – all window frames and skirting boards		
Floors – appropriately vacuumed, mopped and./or polished		
Doors – handles dusted and polished		
Ceilings – cobwebs removed		
Walls – spot cleaned (washed if necessary)		
Windows & tracks – interior windows only		
All surfaces – eg. Furniture – dusted and polished		
Time taken:		
Comments:		
All fields must be completed. Write “N/A” if not applicable.		

<i>Laundry</i>	<i>Actioned by</i>	<i>Checked by</i>
Cupboards – inside and out		
Light fittings – (uncomplicated fittings which can be easily reached) removed, cleaned & replaced		
Light switches and power-points – marks & fingerprints removed		
Woodwork – all window frames and skirting boards		
Laundry basin		



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Floors – appropriately vacuumed, mopped and./or polished		
Doors – handles dusted and polished		
Ceilings – cobwebs removed		
Walls – spot cleaned (washed if necessary)		
Windows & tracks – interior windows only		
All surfaces – eg. Furniture – dusted and polished		
Time taken:		
Comments:		
All fields must be completed. Write “N/A” if not applicable.		

<i>Verandah/Balcony</i>	<i>Actioned by</i>	<i>Checked by</i>
Light fittings – (uncomplicated fittings which can be easily reached) removed, cleaned & replaced		
Woodwork – all window frames and skirting boards		
Floors – appropriately vacuumed, mopped and./or polished		
Doors – handles dusted and polished		
Ceilings – cobwebs removed		
Walls – spot cleaned (washed if necessary)		
All surfaces – eg. Furniture and chairs		
Time taken:		
Comments:		
All fields must be completed. Write “N/A” if not applicable.		

Your signature below verifies that the work has been carried out to your satisfaction.

Client's Signature

Date

ADDITIONAL COMMENTS:
