

Supplies

- 1 Caddy
- 1 Apron
- 1 Citrasolv
- 1 Clorox Bathroom Foamer
- 1 Broom Brush
- 1 Razor scraper
- 1 Magic eraser / blue sponge in small ziploc bag
- 1 toothbrush
- 20 16 x 16 edgeless microfiber cloths
 - Fold in 4x4 before each use
 - This makes 8 cloths out of 1!
- 1 Extendable duster
- 2 gloves
- 1 Medium trash bags
- 10 sheets Bounty paper towels
- 1 Large plastic cup
- 1 Squeegee
- 1 Shower brush
- 1 Extendable Broom and dustpan
- 1 Panda Grip Mop with refillable bottle
- 1 16 oz Spray Bottle
 - Capful of Citrasolv in 16 oz of water

Caddy

Everything above can go in one caddy. We recommend the AWP 12" Pro Tool Tote. You can go into a home with the vacuum in one hand and the caddy in the other and have everything you need to do a great job.

Cleaning Plans

Solo

1. Kitchen
2. Baths 1st Floor and then 2nd floor Baths
3. 2nd Floor Dusting Back to Front. Set caddy on floor on the left inside the room at the entrance. Stock your apron with Dusting supplies:
 - a. No apron
 - b. Microfiber cloth for mirrors
 - c. Duster in back pocket
 - d. Broom brush in other back pocket. Use to swipe debris against the walls to make it easier for the vacuuming
4. 2nd story Floors Back to Front.
 - a. No apron necessary
 - b. Broom brush in back pocket
 - c. Plug vacuum in center point of floor with extension cord so you can use it in all rooms. .
 - d. If hard floor, just sweep with dust pan
5. Stairs
 - a. Use Broom Brush as much as possible to make it easier for vacuuming. Sweep away debris from the sides of the stairs
6. Repeat Steps 3 and 4 for 1st floor Back to Front

Team of 2

- Make beds together 1st

Bath Person

- Baths and Dust back to front on Floor 2 down the stairs then Back to Front on Floor 1
 - Stock your apron with Dusting supplies:
 - No apron
 - Microfiber cloth for mirrors
 - Duster in back pocket
 - Broom brush in other back pocket. Use to swipe debris against the walls to make it easier for the vacuuming

Kitchen Person

- Kitchen
- Then do Floors on Floor 2 Back to Front
 - No apron necessary
 - Broom brush in back pocket

- Plug vacuum in center point of floor with extension cord so you can use it in all rooms. .
- If hard floor, just sweep with dust pan
- Then do Floors on Floor 1 Back to Front
 - No apron necessary
 - Broom brush in back pocket
 - Plug vacuum in center point of floor with extension cord so you can use it in all rooms. .
 - If hard floor, just sweep with dust pan

*As each person finishes, check the other's work nicely

Kitchen

Apron with following:

- 1 Razor scraper
- 1 Magic eraser / blue sponge in small ziploc bag
- 1 toothbrush
- 10 edgeless microfiber cloths
 - Fold in 4x4 before each use
 - This makes 8 cloths out of 1!
- 1 16 oz Spray Bottle in side loop
 - Capful of Citrasolv in 16 oz of water

Back Pockets

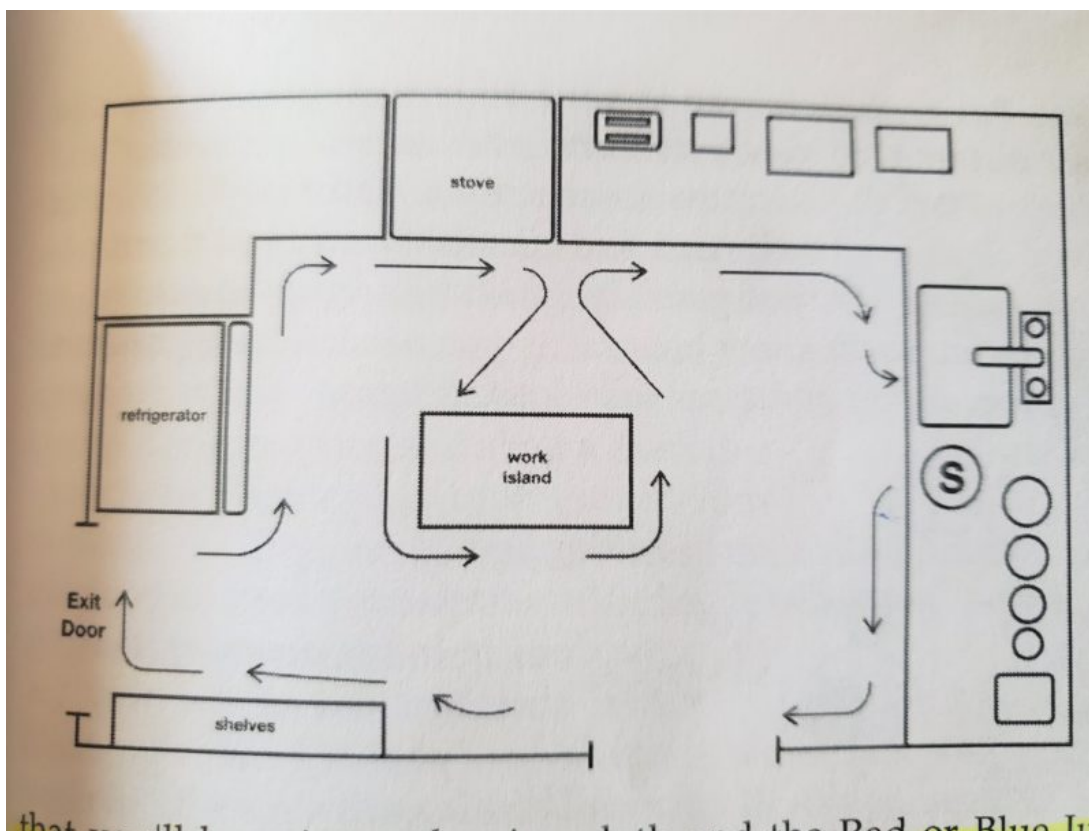
- Broom brush
- Duster

Prepare for Start

- Put on gloves
- Place Caddy to right of sink
- Put a capful of Citrasolv in 16 oz spray bottle and fill with water. Place in apron loop
- Place rugs near the entryway and place trash can outside kitchen
- Start to right of sink
- All-purpose cleaner in apron loop
- You will typically be actively using 2 cleaning cloths at a time. One more damp and one more dry. As one gets too damp, replace it with the one you were using that was drier. Then replace the one that was drier with a fresh cloth. See the video.
- NOTE: For sanitary reasons, we remove and discard all opened food and drinks, wrappers, food boxes, and trash that attract rodents, ants, bugs, or mold.

How to Clean

- The S in the picture below is the Starting Point
- Clean from Top to Bottom, Back to Front as you move Left to Right around the Kitchen



- As you travel around Left to Right, here's how to Clean!

Cobwebs

- If you see them, use Duster and place back into pocket

Overhead lights, Light fixtures and Lampshades

- Duster

Cabinets

- Spray cleaner on 1 side of the folded microfiber cloth (4x4 square). Never spray directly on the cabinets.
- Duster the front and wipe the knobs and handles with moistened cloth

Countertops

- Spray and wipe from back to front like the video
- Pick up items towards the back, wipe them and wipe under them, and place them back. Work from back to front.
- When moving items on the counter, move straight forward far enough to get behind them.
- Before you place the item back, wipe it down or dust it. Then put it back exactly where it goes.
- Dust or wipe drawer front drawer tops as you come to them. Check drawer handles and knobs for fingerprints.
- When cloths get too wet, place them inside a liner or grocery bag inside your apron.

- Be in the habit of placing the sprayer back in the loops of your apron, not on the kitchen counter. It may seem awkward at first, but it is faster and easier.
- For stuck-on gunk:
 - 1st, try wiping with a little extra general purpose cleaner
 - 2nd, try using the white scrubbing pad/magic eraser with some extra general purpose cleaner. Once finished, place the scrubbing pad/magic eraser back in its spot exactly where it should always go -- back in the ziplock bag in your apron
 - 3rd, if the white pad/magic eraser doesn't work, try the plastic scraper. Spray the surface and then try to scrape off at an angle

Stainless Steel Exteriors

- Things to Spot-clean the dirty areas
 - All-purpose cleaner (Citrasolv solution)
 - Microfiber cloths
 - Might need Toothbrush and plastic scraper
- Buff with dry microfiber

Outside other appliances

- All-purpose cleaner
- Microfiber cloth
- Spot-clean refrigerator instead of the whole thing!
 - Around handles for fingerprints especially
 - Clean around the hinges and nameplate – use the toothbrush as needed

Top of Fridge

- Duster
- All-purpose cleaner
- Microfiber cloth

Fridge Air Vent at bottom

- Broom brush

Canisters, racks, food processor, etc.

- Duster

Toaster, Microwave inside and outside.

- All-purpose cleaner
- Microfiber cloth

Range hood

- Duster. Degreasing is a Deep Clean

- Do not clean vent filters

Stovetop (see types below)

- All-purpose cleaner
- Microfiber cloth
- Non-scratch sponge
- Toothbrush
- Razor / scraper (always wet before using these)

Gas range

- Take grates from the left side and place them on top of the right grates.
- Spray and wipe the left side as necessary.
- Use the white pad/magic eraser for tough areas. Use the plastic scraper for even tougher areas.
- After cleaning the left side, wipe and replace the left grates.
- Then move the right grates to the counter just to the right of the stove.
- Now clean the middle and right sides of the stovetop.
- Clean the grates and return them to the right side of the stovetop.

Electric flat top range

- First try spraying with general purpose cleaner, then wipe
- For a tougher job, spray and use scraper or even razor at angle. Make sure wet first!

Stove front

- All-purpose cleaner
- Microfiber cloth
- Spray knobs with cleaner. Agitate with your small brush around the edges of the knobs and wipe the surface clean.

Picture frames, shelves, and other furniture

- Duster

Around the base of sink faucets

- All-purpose cleaner
- Toothbrush

Where sink and counter meets (around the sink)

- All-purpose cleaner
- Toothbrush

The Sink

- All-purpose cleaner
- Sponge
- Toothbrush around drain
- White pad/magic eraser if needed
- Wipe clean and dry

Sink faucets

- Buff with dry microfiber

Floor

- Sweep then Wet mop. Pour your Citrasolv 16 oz diluted bottle into mop cartridge
- Clean mop pad with mop tool if needed over trash can

A reminder

You should not need to go back to any of the areas you have already cleaned. If you have to go back to clean something you missed, you did something wrong. Figure out what that is so you don't repeat it in future cleanings. This will save you time and make your job easier!

Floors

Prepare

- Consider long extension cord
- Plug vacuum into center point of home so you don't have to unplug in every room. This saves time and makes your job easier!
- The idea is to plug in the vacuum only once per floor
- No apron
- Just whisk broom in backpocket

Hard Floors

- Cap of Citrasolv in 16 oz water spray bottle and pour into mop cartridge.
- Sweep then wet mop with Panda Grip Mop filled with Citra-solv solution

Carpets

- Use Broom Brush for areas that you normally would use a vacuum attachment. This saves so much time! Much faster and easier to grab your Broom Brush from your back pocket than use attachments

Baths

Apron with following

- 1 Razor scraper
- 1 Magic eraser / blue sponge in small ziploc bag
- 1 toothbrush
- 10 edgeless microfiber cloths
 - Fold in 4x4 before each use
 - This makes 8 cloths out of 1!
- 1 16 oz Spray Bottle in side loop
 - Capful of Citrasolv in 16 oz of water
- 1 Clorox Bathroom Foamer in other loop
- 5 16 x 16 edgeless microfiber cloths
 - Fold in 4x4 before each use
 - This makes 8 cloths out of 1!
- 10 sheets Bounty paper towels

Back Pockets

- Broom brush
- Duster

Getting Dressed

- Tools go in the same place every time, so you know exactly where to find them without looking
- See pic below

Insert pic

Prepare for Start

- Place Caddy outside Shower
- Place rugs near the entryway and place trash can outside kitchen
- Start with Shower
- Clorox cleaner in loop
- You will typically be actively using 2 cleaning cloths at a time. One more damp and one more dry. As one gets too damp, replace it with the one you were using that was drier. Then replace the one that was drier with a fresh cloth. See the video.

How to Clean

- 2 Trips around the Bathroom
 - 1st Trip: Wet work (Shower, Tub, Sink, Toilet)

- 2nd Trip: Drier work (Counters, mirrors, dusting, Floor)

Shower

- All-Purpose Cleaner and Microfiber if Spot Clean
- Bathroom Cleaner with Shower Brush if needs a full-clean
- If Acrylic Shower, dry
- If not Acrylic, no need to dry

Shower heads and faucets

- Bathroom Cleaner
- Shower Brush
- Toothbrush

Shower door inside

- Bathroom Cleaner
- Squeegee

Shower fixtures

- Bathroom Cleaner
- Shower Brush

Shower Door Frame

- If not that dirty: All-purpose cleaner and microfiber
- If dirty: Bathroom Cleaner and sponge

Runners

- All-purpose cleaner and Toothbrush

Tubs

- If clean-looking, wipe with Microfiber and buff the faucets with dry microfiber
- All-purpose and Microfiber if you can
- If all-purpose and Microfiber won't be enough, Bathroom cleaner and then rinse. Buff faucets with dry microfiber

Shower and tub set (acrylic)

- Bathroom Cleaner
- Shower Brush in areas needed
- Rinse and dry with Microfiber
- Place Shower Brush in sink

Sink Bowl

- Shower Brush with Bathroom Cleaner on it

Toilet Bowl

- Bathroom Cleaner with Toilet Brush

Toilet outside

- Bathroom Cleaner and Paper Towel

Floor around toilet

- Broom Brush
- All-purpose cleaner with Paper Towel

Cobwebs

- If you see them, use Duster and place back into pocket

Mirrors

- Bathroom mirrors are the only room of the home where we wipe down the entire mirror every cleaning
- Use an S motion starting at the upper right. Don't use circles. It takes longer.

Lampshades, light fixtures, shelves, pictures, knick-knacks, furniture

- Duster

Where towel rack and wall meet

- Toothbrush and All-purpose cleaner

Medicine cabinet top and sides

- All-purpose cleaner and Microfiber

Shower door exterior and handles

- Spot clean with Wet white pad and Squeegee
- Dry buff the handles

Countertop

- All-purpose cleaner and Microfiber

Sink faucet base

- Toothbrush and All-purpose cleaner

Sink faucet

- Buff with dry Microfiber

Hotel fold on Toilet paper

- Fold triangle at end

Floor

- Grab the used Microfibers
- Start at far end and wipe back on hands and knees to the door
- Faster than a mop!

Rug

- Broom Brush

Commons

Apron

- All-purpose cleaner in loop

Back Pockets

- Broom brush
- Duster

Over shoulder

- Dry microfiber cloth

Master Bedroom

- Make beds if needed
- Change sheets if sheets placed out
- Straighten up if needed

NOTE about TVs!

- DON'T wipe TV screens! They are fragile and you will be held liable for any breakage.
- Only use Duster around the edges and base

Cobwebs

- If you see them, use Duster and place back into pocket

Lampshades, lights, ceiling fans

- Duster

Mirrors

- Spot clean with dry MF, maybe a little wet MF but always DRY!

Rugs

- Broom Brush
- Vacuum only if needed

Dining Room

- Straighten up if needed
- Wipe table and chairs using All-purpose and Microfiber if needed

Entrances

- Spot clean glass door and storm door with water and dry microfiber

The Big Ways to WOW the Customer

These are the most important things we've noticed that the customers look for. Therefore, you should do these on every cleaning.

Kitchen

- Clean smell
- Clean floors
- Clean, streak-free stainless steel appliances
- Top of the refrigerator
- Around the inside of the refrigerator door including the gasket. This is where you should stop inside the refrigerator. Anything more inside is an Extra and falls under the Inside the Refrigerator cleaning
- Clean countertops
- Clean microwave
- Clean stove top
- Where the faucets meet the counter (see pic below)
- Sparkling faucets (buff with dry microfiber) (see pic below)
- Where the sink meets the counter (see pic below)
- The drain (see pic below)



Bathroom

- Clean smell
- Clean floors especially behind the door!
- Clean soap dishes inside shower
- Clean, streak-free mirror
- Clean toilets
- Clean, streak-free shower door
- Clean shower runners / track
- Bottles wiped down and arranged back nicely
- Hotel fold for toilet paper (the triangle)
- Clean countertops
- Where the faucets meet the counter (see pic below)
- Sparkling faucets (buff with dry microfiber) (see pic below)
- Where the sink meets the counter (see pic below)
- The drain (see pic below)



Dining Room

- Clean overhead light if NOT delicate! Can gently wipe with microfiber the bulbs and light fixture if you are careful.

Front and Back Entrance

- Spot-free glass door including storm door
 - You can get away with spot cleaning these to make sure there are no smudges