

# Move In and Move Out Work Order

Rosie's Cleaning Service  
 805-698-3132  
 rosie@cleaningbyrosie.com  
 PO Box 803  
 Summerland, CA 93067



**Entry**

	Clean Hallway and Stairs (Including Bannister)
	Dust and Remove Cobwebs
	Clean Entry Closets
	Clean all Shelves and Cabinets (Both Inside and Out)
	Remove Fingerprints from Metal Surfaces
	Clean Mirrors
	Clean Window Sills and Baseboards
	Wash and Vacuum Floor
	Clean Carpet (Available as Custom Service for Extra Charge)

**Kitchens**

	Appliances Cleaned Inside and Out
	Clean Refrigerator (Both Inside and Outside, Including Shelves, Egg Racks, Ice Machine and Handles)
	Clean Stove and Stove Top (Including Pan, Burners, Oven Racks, and Grills)
	Clean Inside Microwave
	Sinks Scrubbed
	Cabinets Cleaned Inside and Out
	Floors Swept and Mopped
	Baseboards Wiped
	Light Fixtures Cleaned
	Window Sills Wiped
	Vacuum Floors and Carpets
	Sweep and Wash Floors
	Empty Trash
	Dust and Remove Cobwebs
	Wash Windows (Available as Custom Service for Extra Charge)
	Dust and / or Wash Blinds (Available as Custom Service for Extra Charge)

**Bedrooms and Living Areas**

	Window Sills Wiped
	Baseboards Wiped
	Cobwebs Removed
	Mirrored Doors Cleaned
	All Shelves Wiped
	Floors Vacuumed and Washed
	Clean Closets
	Clean Carpets (Available as Custom Service for Extra Charge)
	Remove Fingerprints from Metal Surfaces

	Clean Lights and Ceiling Fans (Within Reach)
	Living Room, Dining Room and Office
	Dust and Remove Cobwebs
	Clean Closets
	Clean Shelves and Cabinet Interiors
	Remove Fingerprints from Metal Surfaces
	Clean Lights and Ceiling Fans (Within Reach)
	Clean Mirrors
	Clean Window Sills and Baseboards
	Clean and Wash Floors

**Bathrooms**

	Shower and Tub Cleaned
	Mirrors Cleaned
	Cabinets Cleaned Inside and Out
	Walls By Sinks and Toilets Cleaned
	Sinks Scrubbed
	Toilets Thoroughly Cleaned and Sanitized
	Window Sills Wiped Down
	All Shelves Wiped
	Baseboards Cleaned
	Countertops Cleaned
	Floors Swept and Mopped
	Light Fixtures Cleaned

**Laundry Room**

	Dust and Remove Cobwebs
	Clean Dryer and Remove Lint
	Clean All Shelves and Cabinets (Inside and Out)
	Clean Lights and Ceiling Fans (Within Reach)
	Clean Window Sills and Baseboards
	Vacuum, Clean and / or Wash Floors
	Clean Carpets (Available as Custom Service for Extra Charge)
	Clean Windows and Blinds (Available as Custom Service for Extra Charge)
	Services Available at Extra Charge
	Carpet Cleaned
	Wall Spots Cleaned
	Windows and Blinds Cleaned
	Clean Sliding Door Tracks

**Other Areas**

	Patios Swept
	Laundry Area Cleaned

Name:		Company:	
Street:			
City:	State:	Zip:	
Signature:			
Date:			

BY SIGNING I AGREE TO PAY FOR SERVICES RENDERED AND ACKNOWLEDGE THAT ONLY INDICATED SERVICES SHALL BE PROVIDED. ADDITIONAL SERVICES MAY BE DESCRIBED ON PAGE 2.

