**Cleaning list for check-out**

**All cleaners should be non-abrasive, mild eco-friendly and safe for the item being cleaned. See Sue for list of acceptable cleaners.**

**Windows: wash and polish**

**Screens and sashes: wash**

**Walls and floor trim: remove spots and wipe down with rinse free cleaner**

**Carpets: vacuum, remove any stains**

**Furniture: polish wood with wood polish and vacuum under cushions**

**Remove drawers and polish inside and out of all dressers and end tables**

**Lamps: replace burned out bulbs, wipe shades with damp clean cloth to remove dust, wipe/Windex lamp stand**

**Beds: remove and wash linens, wipe bed bug bag with, mild cleaner, polish wood frame, wipe with mild cleaner any metal frames**

**Mirrors, Pictures, and wall hangings: wipe/Windex DO NOT WASH OVER BIBLE VERSES ON WALL**

**Light Fixtures: replace bulbs as needed, wash glass**

**Tile floors: Clean tile floor cleaner, clean grout with grout cleaner/sealer**

**Tubs/Sinks/Toilets: remove soap scum, water stains, polish**

**Cabinets: remove grease and polish on outside, wash inside shelves and walls**

**Appliances: some ovens are self-cleaning DO NOT USE OVEN CLEANER ON THESE**

**Remove all cooking spots from oven, broiler, racks, top, and sides**

**Refrigerator: clean inside and out including sides and back**

**Call Steve to pull out appliances for cleaning. 812-788-1442**

**Counter Tops: use counter top cleaner**

**Cooking Utensils/Silverware: wash, remove all spots and polish**

**Vacuum Cleaner: clean all filters, wash attachments, replace bags if applicable, wash out garbage cans**

**Iron: clean with iron cleaner**

**Linens: wash in cold water (NO BLEACH)**

**Drapes: see Sue**

**Blinds: wipe clean**

**This cleaning list will take some time to complete. It usually takes me a week. We also will need time to check the inventory. Make arranges for inspection/inventory two full days before you leave.**

**Remove all food and refuse before you leave. Return the keys.**

**Finally, thank you for allowing us to serve you. You will be in our prayers.**