



1ST GENERATIONAL GRACE HOMES, LLC

QUALITY ASSURANCE CLEANING GUIDELINES

Foyer and Entrances Areas	
Doorways/Entrance	Should be free of soil, cobwebs and dust. Floor rugs should be vacuumed and in position.
Doors	Should be free of soil, dust, and fingerprints.
Door Glass and Frame	Should be free of soil, cobwebs and fingerprints.
Tables	Should be free of soil, cobwebs and fingerprints.
Floors and Baseboards	Should be free of soil, cobwebs, insects, spots, spills, and dust.
Stairways	Should be free of soil, cobwebs, insects, spots, spills, trash and dust.
Light Fixtures	Should be free of soil, cobwebs, insects, and dust.
Light switches	Should be free of soil, spots, dust and fingerprints.
Dusting	All surfaces should be free of soil and dust.
Windows/Sills/Blinds	Should be free of dust, fingerprints, streaks, insects, and adhesives.
Kitchen Areas	
Kitchen	Tables, chairs, countertops, sinks, trash cans, cabinets, refrigerator, stove, microwave and floor, should be free of soil, mineral deposits, dust, soap, food, coffee spills and fingerprints.
Floors and Baseboards	Should be free of soil, cobwebs, insects, spots, spills, and dust.
Doors	Should be free of soil, dust, fingerprints, and black heel marks.
Light Fixtures and Switches	Should be free of soil, fingerprints, cobwebs, insects, and dust.
Dusting	All surfaces should be free of soil and dust.
Windows/Sills/Blinds	Should be free of dust, fingerprints, streaks, insects, and adhesives.
Trash Cans	Should be free of soil, dust, and food. An extra can liner should be in bottom of trash can and liner tied to fit the trash can.
Floors	
Carpeted Floors	Should be free of soil and dust, under tables, behind doors and along edges.

Floor Rugs/Mats	Should be free of soil and debris.
Hard Floor Surfaces	Should be free of soil, debris, scuff marks, buildup in corners, edges and baseboards.
Bathroom Areas	
Doors	Should be free of soil, dust, fingerprints, and black heel marks.
Dusting	All surfaces should be free of soil and dust.
Windows/Sills/Blinds	Should be free of dust, fingerprints, streaks, insects, and adhesives.
Trash Cans	Should be free of soil, dust, and food. An extra can liner should be in bottom of trash can and liner tied to fit the trash can.
Light Fixtures and Switches	Should be free of soil, fingerprints, cobwebs, insects, and dust.
Countertops	Should be free of visible soil, mineral deposits, soap scum, and fingerprints.
Faucets	Should be free of soil, mineral deposits, soap, fingerprints, rings and build-up around base, and polished with glass cleaner after disinfecting.
Sinks	Should be free of visible soil, mineral deposits, soap scum and ring around drain. If brushed stainless steel, treat with stainless steel polish after disinfecting.
Mirrors	Should be free of visible soil, water and soap spots, with no streaks.
Walls	Should be free of soil, dust, and fingerprints.
Handicap Grab Bars	Should be free of soil, dust, fingerprints, and polished with stainless steel polish.
Toilets	Should be free of visible soil, mineral deposits and buildup around hardware.
Tubs and Showers	Should be free of soil, mineral deposits, soap scum, fingerprints, rings and build-up around base, door free of soil, soap scum and fingerprints. Door frames clean and polished.
Floor Drains	Should be free of visible soil, debris, and build-up.
Bedroom Areas	
Doors	Should be free of soil, dust, fingerprints, and black heel marks.
Dusting	All surfaces should be free of soil and dust.
Windows/Sills/Blinds	Should be free of dust, fingerprints, streaks, insects, and adhesives.
Light Fixtures and Switches	Should be free of soil, fingerprints, cobwebs, insects, and dust.

Floors and Baseboards	Should be free of soil, cobwebs, insects, spots, spills, and dust.
Beds	Should be made per home owner's instructions.
Dresser and Mirrors	Should be free of dust, fingerprints, and streaks.
Living Room Areas	
Dusting	All surfaces should be free of soil and dust.
Light Fixtures and Switches	Should be free of soil, fingerprints, cobwebs, insects, and dust.
Windows/Sills/Blinds	Should be free of dust, fingerprints, streaks, insects, and adhesives.
Floors and Baseboards	Should be free of soil, cobwebs, insects, spots, spills, and dust.
Dining Room Areas	
Dusting	All surfaces should be free of soil and dust.
Windows/Sills/Blinds	Should be free of dust, fingerprints, streaks, insects, and adhesives.
Light Fixtures and Switches	Should be free of soil, fingerprints, cobwebs, insects, and dust.
Floors and Baseboards	Should be free of soil, food, cobwebs, insects, spots, spills, and dust.
Family/Media Room Areas	
Dusting	All surfaces should be free of soil and dust.
Windows/Sills/Blinds	Should be free of dust, fingerprints, streaks, insects, and adhesives.
Light Fixtures and Switches	Should be free of soil, fingerprints, cobwebs, insects, and dust.
Floors and Baseboards	Should be free of soil, cobwebs, insects, spots, spills, and dust.
Hallway Areas	
Doors	Should be free of soil, dust, fingerprints, and scuff marks.
Dusting	All surfaces should be free of soil and dust.
Light Fixtures and Switches	Should be free of soil, fingerprints, cobwebs, insects, and dust.
Floors and Baseboards	Should be free of soil, cobwebs, insects, spots, spills, scuff marks and dust.
Stairway Areas	
Dusting	All surfaces should be free of soil and dust.
Windows/Sills/Blinds	Should be free of dust, fingerprints, streaks, insects, and adhesives.

Stair Treads, Risers and Baseboards	Should be free of soil, cobwebs, and dust.
Light Fixtures and Switches	Should be free of soil, fingerprints, cobwebs, insects, and dust.
Utility/Laundry Room Areas	
Dusting	All surfaces should be free of soil and dust.
Floors and Baseboards	Should be free of soil, cobwebs, insects, spots, spills, and dust.
Light Fixtures and Switches	Should be free of soil, fingerprints, cobwebs, insects, and dust.
Windows/Sills/Blinds	Should be free of dust, fingerprints, streaks, insects, and adhesives.
Office/Den Areas	
Dusting	All surfaces should be free of soil and dust.
Windows/Sills/Blinds	Should be free of dust, fingerprints, streaks, insects, and adhesives.
Floors and Baseboards	Should be free of soil, cobwebs, insects, spots, spills, scuff marks and dust.
Light Fixtures and Switches	Should be free of soil, fingerprints, cobwebs, insects, and dust.
Other Areas	
Dusting	All surfaces should be free of soil and dust.
Supplies and Equipment	
Cleaning Tote and Caddy	Should be clean and orderly, bottles filled after each day's cleaning, supplies refilled for next day's cleaning.
Keys	Should be returned to office and placed in lock box. Sign keys in and out each day. They should always be kept in pants pocket after locking or unlocking a door.
SDS Sheets	Should be organized in a three ring binder and placed in cleaning tote or vehicle.
Emergency Numbers	Should be posted in the SDS binder.
Spray Bottles	Should be clean and spraying properly, labeled properly.
Dust Mop	Should be stood or hung on handle when not in use. Brush dust mop head to keep clean, put in plastic bag and brought back to office for laundering when cleaning is needed.
Dust Pan	Should be free of soil. Rinse and wipe dry when needed.
Extension Duster	Should be cleaned with a neutral cleaner and water in a sink or pail, ring out, fluff, and hang to dry.

Gloves	Should be worn when performing cleaning tasks. Disposable or reusable.
Brooms	Should be stood on handle when not in use.
Microfiber/Cleaning Cloths	Should be folded when using. Wash out after use, hang to dry, replace when needed.
Mop Bucket	Should be free of soil, sand, and rinsed out after each use.
Mop Head	Should be rinsed out after use and hung to dry. Replace when needed.
Power Cords	Should be coiled up and inspected for cuts and broken plugs after each use.
Vacuum	Should check bags and filters after each day's use, replace or clean bag, outside/inside, free of dust and soil, coil up/check power cord for cuts/broken plugs after each use, fasten all clips after each use.
Vehicles	
Cleanliness	Should be clean inside and out, free of trash.
Forms	Should contain SDS sheets, emergency phone numbers, mileage book (properly filled out), repair log, proof of insurance, registration.
Inspection	Vehicle should be inspected before each use. Check tires, fluid levels and for damage inside and out.