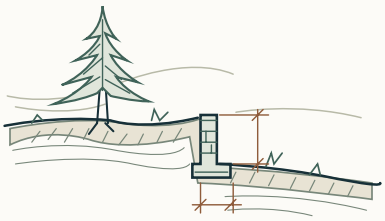
FIELD OPERATIONS / BLANK TEMPLATE

Home cleaning checklist



Close out cleaning room by room and record any excluded or delicate finishes.

TEMPLATE VERSION
1.0

COMPLETED BY
Avalon field or office staff

Use the household’s approved room list and product preferences. Record each exception before leaving.

Details to complete

An asterisk marks a required entry.

Property address and unit or building *

Visit date *

Visit or work-order reference
Use the reference on the schedule or job sheet.

Rooms and appliance interiors in scope *

Kitchen surfaces and agreed appliances *
Completed / Partly completed / Deferred / Outside this visit’s scope

Bathrooms and fixtures *
Completed / Partly completed / Deferred / Outside this visit’s scope

Floors and accessible surfaces *
Completed / Partly completed / Deferred / Outside this visit’s scope

Waste, supplies and final reset *
Completed / Partly completed / Deferred / Outside this visit’s scope

Exceptions and next steps *

For partial or deferred work, name the area, reason and next action. Enter “None” if all agreed tasks were completed.

Attestation

I have reviewed the completed information and terms and confirm this submission using my typed name.

Printed name and role

Signature and date