



Home Help Services LLC

Task Checklist

Please use this checklist to aid your Contract Worker in knowing which tasks you'd like them to complete, what products / item you'd like them to use and any special instructions you want them to know. Put an X in the check box beside all task you'd like them to work on. Remember that Contract Workers are hired per hour of use, not per task completed.

ENTRY / HALL WAYS / STAIRS	CHECK	PRODUCT TO BE USED	NOTES/SPECIAL INSTRUCTIONS
Front Door (inside/outside)			
Closets			
Flooring			
Light Fixture (if reachable)			
Cob Webs			
Mop (if applicable)			
Other			
LIVING ROOM, DINING, OFFICE	CHECK	PRODUCT TO BE USED	NOTES/SPECIAL INSTRUCTIONS
Dust Walls & Cobwebs			
Patio Doors & Sliders			
Light Fixtures (if reachable)			
Heater Vents			
Vacuum & Edge			
Baseboards			
Mop (if applicable)			
Other			
BEDROOMS	CHECK	PRODUCT TO BE USED	NOTES/SPECIAL INSTRUCTIONS
Dust Walls & Cobwebs			
Closets			
Doors & Knobs			
Mirrors			
Shelves & Cabinets (inside/outside)			
Light Fixtures (if reachable)			
Vacuum & Edge			
Baseboards			
Other			

BATHROOMS	CHECK	PRODUCT TO BE USED	NOTES/SPECIAL INSTRUCTIONS
Tub/Shower-Tile, Grout, Doors, Tracks, Soap Dish, Chrome			
Sink-Stains, Polish Chrome			
Toilet-Tank, Bowl, Seat/Lid, Paper Holder			
Medicine Cabinet, Shelves, Mirror			
Toothbrush Holder			
Countertops			
Closet/Cabinets (inside/outside)			
Light Fixtures (if reachable)			
Remove Cobwebs from Exhaust Fan			
Dust Walls & Cobwebs			
Vacuum & Edge			
Baseboards & Mop			
KITCHEN	CHECK	PRODUCT TO BE USED	NOTES/SPECIAL INSTRUCTIONS
Stove Top, Drip Pans, Under Burners & Range Top, Knobs			
Grill			
Oven Racks-Clean Underneath (if already moved)			
Inside/Outside Oven Door			
Range Vent and Filters			
Dishwasher (inside/outside)			
Microwave (inside/outside)			
Refrigerator/freezer, shelving, drawers, egg rack ice tray, doors, handles, top, drip pan			
Breakfast Bar			
Cabinets, Shelves & Drawers, Handles & Knobs, Clean Tops & Fronts			
Countertops-Tile and Grout			
Breadboard and Lazy Susan			
Sink-Stains, Disposal, Polish Chrome			
Trash Compactor (inside/outside)			
Pantry-Floors, Shelves, Door			
Light Fixtures (if reachable)			
Dust Walls & Cobwebs			
Vacuum & Edge			

Baseboards & Mop			
LAUNDRY / UTILITY ROOM	CHECK	PRODUCT TO BE USED	NOTES/SPECIAL INSTRUCTIONS
Washer-Around Rim, Clean Top & Sides, Clean Under			
Dryer-Lint Trap, Around Rim, Clean Top/Sides, Clean Under			
Shelves & Cabinets (inside/outside)			
Counters			
Sink-Polish Chrome			
Light Fixtures (if reachable)			
Dust Walls & Cobwebs			
Vacuum & Edge			
Baseboards & Mop			
WINDOWS	CHECK	PRODUCT TO BE USED	NOTES/SPECIAL INSTRUCTIONS
Tracks			
Sills			
Blinds & Shutters			
Traverse Rods			
Other			
Other			
PATIO and BALCONY	CHECK	PRODUCT TO BE USED	NOTES/SPECIAL INSTRUCTIONS
Sweep & Vacuum			
Rails			
Light Fixtures (if reachable)			
Storage Area, Sweep			
Dust Walls & Cobwebs			
Other			
MISCELLANEOUS	CHECK	PRODUCT TO BE USED	NOTES/SPECIAL INSTRUCTIONS
Fireplace			
Cobwebs, Walls, and Ceiling			
Baseboards			
Fingerprints on Walls			
Mark Removal			
Switch and Outlet Plates			
Top of Doors			
Note if there are any cracks in windows or tears in screens.			