



# BEFORE YOUR CLEAN CHECKLIST

## COMMERCIAL AND INDUSTRIAL CLEANING

- ☐ Ensure personal belongings (purses, coats, jewelry, etc.) are stored in a separate area.  
Declutter shelves, tables, workstations and personal spaces.  
This will make it easier for us to clean your surfaces.  
Move any loose items - furniture, boxes, large items and other objects - from the floor before we arrive, unless otherwise agreed in writing.
- ☐ If you have a break room with a kitchen, clean any dishes in the sink and put them back unless otherwise agreed in writing. If we're cleaning your refrigerator, make sure all employees take home any food or condiments inside.  
Please make sure your electricity and water is turned on.
- ☐ Please provide us with access to your facility.  
Please shut off your alarm system to avoid drama!
- ☐ If we are cleaning the inside of the cabinets, please remove the contents.  
If we're coming for a one- time cleaning, be sure that a supervisor is on hand at the completion of our visit to inspect it and ensure that everything is to your liking.
- ☐ Make sure you have a sanitary area where we may dispose of any dirty water as well as any other wastes.
- ☐ If we're storing our equipment or chemicals at your location during our visit, please provide us with a secure area where we can be sure our property will be secure while we work.
- ☐ Designate one person to be your single point of contact with Interworld. This person will be available during business hours to communicate with Interworld should our staff have any questions or need access to an area. If this is a one- time cleaning, the person must be available throughout Interworld's visit.  
If you require additional services, please notify 72 hours in advance.  
If you must reschedule, a 72-hour notice is required to prevent the assessment of a service fee.





## RESIDENTIAL CLEANING

- ☐ Ensure personal belongings (purses, coats, jewelry, etc.) are stored in a separate area. Declutter shelves, tables and other surfaces. Put photo frames, pen holders and other knick knacks in desks until after the cleaning is done. This will make it easier for us to clean your surfaces.



- ☐ Put away any laundry and any dishes.  
Please be aware that we do not make beds or complete any ironing.



- ☐ Secure your pets and pick up after them before we arrive.

Please provide us with access to your facility.

Please shut off your alarm system to avoid drama!

- ☐ If children are present, do not leave them unattended due to the dangers of cleaning supplies and equipment.

If we are cleaning the inside of the cabinets, please remove the contents.

- ☐ If we're coming for a one- time cleaning, be sure that a member of your household is on hand at the completion of our visit to inspect it and ensure that everything is to your liking.



- ☐ Make sure you have a sanitary area where we may dispose of any dirty water as well as any other wastes.



If we're storing our equipment or chemicals at your home during our visit, please provide us with a secure area where we can be sure our property will be safe while we work.

Designate one person in your household to be your single point of contact with Interworld.

This person will be available during business hours to communicate with Interworld should our staff have any questions or need access to an area. If this is a one- time cleaning, the person must be available throughout Interworld's visit.

If you require additional services, please notify 72 hours in advance.



If you must reschedule, a 72--hour notice is required to prevent the assessment of a service fee.

