



# VIXIA | Service Completion & Quality Report

Client Name: \_\_\_\_\_

Date: \_\_\_\_\_ Supervisor/Staff: \_\_\_\_\_

**MOVE-IN / MOVE-OUT CLEANING (THE RESET)**

INTERIOR RESET	SPECIFIC TASK	DONE	NOTES
<b>Cabinetry</b>	Inside all kitchen drawers & cabinets vacuumed/wiped		
	Inside all bathroom vanities & linen closets		
	Pantry shelves cleared of all residue/crumbs		
<b>Appliances</b>	Fridge/Freezer: [ ] Shelves [ ] Drawers [ ] Seals		
	Oven: [ ] Interior [ ] Racks [ ] Bottom drawer		
	Dishwasher: [ ] Interior rim [ ] Filter cleaned		
<b>Structure</b>	Hand-wiped baseboards, crown moldings & trim		
	Interior window tracks & glass detailed		
	Disinfection of switches, handles & thermostats		
<b>Windows &amp; Glass</b>	Internal Windows: Glass, tracks, and sills		
	External Windows: Glass and screens		
	Total Window Count: [     ] 1st Floor: [     ] 2nd Floor: [     ]		

**ADDITIONAL NOTES & OBSERVATIONS:**

PROPERTY STATUS: Excellent [ ] · Pre-existing Damage Noted [ ] · Follow-up Required [ ]

**SIGN-OFF & SATISFACTION GUARANTEE:**

By signing below, the client acknowledges the tasks above were completed to the VIXIA "Sanctuary Standard."

VIXIA Supervisor Signature	Client Signature
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**VIXIA Guarantee:** If any detail is not perfect, notify us within 24 hours. We will return to correct it by the next business day at no additional cost.

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