

CLEANING CHECKLIST

Clients please tick inside the blue box for specific services required. Cleaners please tick inside the yellow box after completing required work.

ENTRANCE HALL		Clean Fireplace		Office 3	
Clean Skirting		Clean Pictures		Clean Skirting	
Wash Floors		Clean Mirrors		Wash Floor	
Wash Walls		Clean Tables		Wash Walls	
Wash Windows		Dust Chairs		Wash Windows	
Wipe Window Ledges		Dust Surfaces		Wipe Window Ledges	
Wash Radiators		Dust Lampshades		Wash Radiators	
Vacuum Carpet				Polish Brass/Silver	
Polish Brass/Silver		KITCHEN		Vacuum Carpet	
Wash Door		Clean Skirting		Clean Fireplace	
Clean Pictures		Wash Floor		Clean Pictures	
Clean Mirrors		Wash Windows		Clean Mirrors	
Dust Surfaces		Wipe Window Ledges		Clean Tables	
Dust Lampshades		Wash Radiators		Dust Chairs	
		Clean Tiles/Surfaces		Dust Surfaces	
Office 1		Clean Cupboards (in)		Dust Lampshades	
Clean Skirting		Clean Cupboards (out)		Dust Cupboards (in)	
Wash Floor		Clean Hob		Dust Cupboards (out)	
Wash Walls		Clean Oven		Make Beds	
Wash Windows		Clean Microwave (in)		Change Sheets	
Wipe Window Ledges		Clean Microwave (out)			
Wash Radiators		Wipe Washing Machine		STAIRS	
Vacuum Carpet		Wipe Tumble Dryer		Clean Skirting	
Polish Brass/Silver		Clean Sink		Wash Floor	
Clean Fireplace		Washing-up		Wash Walls	
Clean Pictures				Wash Windows	
Clean Mirrors		BATHROOMS/Toilets		Wipe Window Ledges	
Clean Tables		Clean Skirting		Vacuum Carpet	
Dust Chairs		Wash Floor		Polish Handrails	
Dust Surfaces		Wash Walls		Clean Pictures	
Dust Lampshades		Wash Windows		Clean Mirrors	
		Wipe Window Ledges			
Office 2		Wash Radiators		ALL AREAS	
Clean Skirting		Vacuum Carpet		Water Plants	
Wash Floor		Clean Tiles/Surfaces		Clear Dead Flowers	
Wash Walls		Clean Mirror		Empty wastebaskets	
Wash Windows		Clean Bath			
Wipe Window Ledges		Clean Shower Cabinet		OTHER SERVICES	
Wash Radiators		Clean Sink		Washing	
Vacuum Carpet		Clean Taps		Ironing	
Polish Brass/Silver		Toilet to be Bleached		Cooking	