



## Checklist Form for Clients and Cleaners

		Clients, please tick inside the box what services you require to be done by your appointed Cleaner.					
FOR THE FOLLOWING AREAS:		Hallway/Stairs/Soils	Kitchen	Living Areas	Bathrooms and Toilets	Dining Areas	Bedrooms
COMMON TASKS							
Sweep or Vacuum Floor/Carpets							
Mop Floor							
Dust and Wipe Skirting/Blinds							
Dust and Wipe Door(s)							
Dust and Wipe Sills							
Clean Window(s)/Wipe Window Ledges							
Clean Mirrors/Pictures							
Dust Surfaces/Lampshades/Chairs/Tables							
Clean Walls							
Clean Handrails							
Clean Radiator							
Polish							

		Clients, please tick inside the box what services you require to be done by your appointed Cleaner.					
FOR THE FOLLOWING AREAS:		Hallway/Stairs/Soils	Kitchen	Living Areas	Bathrooms and Toilets	Dining Areas	Bedrooms
PARTICULAR TASKS							
Clean Worktops							
Clean Cupboard Doors/Tops/Sides							
Clean Inside Cupboards							
Clean Sink and Taps							
Clean Sink/Taps/Bath/Basin							
Clean Shower Cubicle							
Clean Toilet/Bidet							
Wipe Appliances (Microwave, Washing Machine, Tumble Dryer) Exterior/Interior							
Clean Oven							
Washing up dishes							
Vacuum Chairs and Sofas							
Wipe/Clean Sofas							
Dust Fireplace							
Tidy Beds/Make Beds/Change Sheets							
Ironing							
Other work/Special Instructions:							
NOTE: DO NOT USE PRODUCTS WHICH CONTAIN BLEACH							