

Client Instruction Form for Cleaners

Please advise & supply cleaner with relevant cleaning materials and equipment. Tick the jobs you would like done. Cleaner should work through list and stop when completed. DO NOT USE BLEACH.

Clients Name:	Clean	ners Name:	,
Date:	Agree	ed Cleaning Hours per Week:	
Hallway/Stairs/Landings	Tick		Tick
Sweep or Vacuum Floor		Sweep or Vacuum Floor	
Mop Floor		Mop Floor	
Dust & Wipe Skirtings		Dust & Wipe Skirtings	
Dust & Wipe Door(s)		Dust & Wipe Door(s)	
Dust & Wipe Cills		Dust & Wipe Cills	
Clean Window(s)		Clean Window(s)	
Clean Mirrors/Pictures		Clean Mirrors/Pictures	
Dust Surfaces	†]	Dust Surfaces	
Polish		Clean Worktops	
Other		Clean Cupboard Doors	
		Clean Inside Cupboards	
		Clean Sink & Taps	
Living Areas		Wipe Appliances Exterior	
Sweep or Vacuum Floor		Other	
Vacuum Chairs and Sofas	+-1	3.13.	
Mop Floor	+-1		
Dust & Wipe Skirtings	+ 1	Bathrooms & Toilets	
Dust & Wipe Door(s)	+ 1	Sweep or Vacuum Floor	
Dust & Wipe Cills	+	Mop Floor	
Clean Window(s)	+-	Dust & Wipe Skirtings	
Clean Mirrors/Pictures	+	Dust & Wipe Door(s)	
Dust Surfaces	+	Dust & Wipe Book(s) Dust & Wipe Cills	
Polish	+	Clean Window(s)	
Other	+	Clean Mirrors/Pictures	
Other	+	Dust Surfaces	
	+	Clean Bath/Basin & Taps	
Dining Areas	+	Clean Shower Cubicle	
Sweep or Vacuum Floor	+	Clean Toilet/Bidet	
Mop Floor	+	Wipe all tiled surfaces	
Dust & Wipe Skirtings	+	Other	-
Dust & Wipe Skirtings Dust & Wipe Door(s)	+	Other	-
Dust & Wipe Door(s) Dust & Wipe Cills	+	 	
Clean Window(s)	+	Bedrooms	-
Clean Window(s) Clean Mirrors/Pictures	+	Sweep or Vacuum Floor	
Dust Surfaces	+		
Polish	+	Dust & Wipe Skirtings Dust & Wipe Door(s)	
	+	. ,	
Other	+	Dust & Wipe Cills	
	+	Clean Window(s)	
5: 1 10W	┿	Clean Mirrors/Pictures	
Study/Office	+	Dust Surfaces	
Sweep or Vacuum Floor	+	Tidy Beds	
Mop Floor	1	Polish	
Dust & Wipe Skirtings	┴─ ∤	Other	
Dust & Wipe Door(s)	↓	 	
Dust & Wipe Cills	↓	<u> </u>	
Clean Window(s)	↓	Ironing	
Dust Surfaces	↓		
Other		i l	
Other Work/Special Instructions:			