

Maid2Clean Client Instruction Form for Cleaners

Client Instructions - tick the following jobs you would like done in the time allocated.
 Week Commencing / / Please advise & supply worker with relevant cleaning materials
 Client Name Photocopy & Keep for your records
 Cleaner Name Number of agreed Cleaning Hours per week.....

Worker Instruction - Please work through the following list & stop when you have completed your hours

Hallway/Landing	Client Tick	Worker Tick
Vaccuum Area		
Wipe/Dust Door		
Wash Windows		
Wipe window ledges		
Polish.....		
Wipe Skirting		
Other		

Main Living Area 2	Client Tick	Worker Tick
Vaccuum Area		
Wipe/Dust Door		
Wash Windows		
Wipe window ledges		
Polish.....		
Wipe Skirting		
Other		
Clean Fire Place		
Dust Pictures		
Wash Windows		

Main Living Area 1	Client Tick	Worker Tick
Vaccuum Area		
Wipe/Dust Door		
Wash Windows		
Wipe window ledges		
Polish.....		
Wipe Skirting		
Other		
Clean Fire Place		
Dust Pictures		
Wash Windows		
Clean Fireplace		

Kitchen	Client Tick	Worker Tick
Sweep Area		
Vaccuum Area		
Mop Area		
Wipe/Dust Door		
Wash Windows		
Wipe window ledges		
Polish.....		
Wipe Skirting		
Other		
Clean inside cupboards		
Wipe Cupboards		
Clean Taps		
Other		
Other		
Other		
Other		
Other		
Other		
Other		

Toilet(s)	Client Tick	Worker Tick
Vaccuum Area		
Wipe/Dust Door		
Dust Door		
Polish Mirror		

Bedrooms	Client Tick	Worker Tick
Vaccuum Area		
Wipe/Dust Door		
Wash Windows		
Wipe window ledges		
Polish.....		
Wipe Skirting		
Other		
Clean Fire Place		
Dust Pictures		
Wash Windows		
Dust Room		
Hovwer Beds		

Ironing	Client Tick	Worker Tick

Special Instructions	Client Tick	Worker Tick

Number of Hours Worked..... At end of work Period Worker to Sign