



Client Instruction Checklist for hours of Cleaning

Client: Please mark any tasks that should be completed and state their priority – “A” priority (these MUST be done) or “B” priority (you would LIKE these to be done IF time allows)

POSSIBLE TASKS AND PRIORITIES, ONLY FILL IN THOSE REQUIRED	A or B	Cleaner Tick Done
ENTRANCE AREA		
Wipe skirting boards		
Wipe door clean		
Sweep/vacuum floors/carpets		
Mop floor (hard floors)		
Other:		
LIVING ROOM		
Dust picture frames		
Clean mirrors		
Wipe skirting boards		
Dust/clean fireplace (if applicable)		
Dust/wipe all surfaces		
Polish		
Sweep/vacuum floors/carpets		
Mop floor (hard floors)		
Clean window sills/ledges		
Clean under sofa cushions		
Clean windows		
Other:		
DINING ROOM		
Dust picture frames		
Clean mirrors		
Wipe skirting boards		
Dust/clean fireplace (if applicable)		
Dust chairs		
Dust/wipe all surfaces		
Polish		
Sweep/vacuum floors/carpets		
Mop floor (hard floors)		
Clean window sills/ledges		
Clean windows		
Other:		
HALLWAY & LANDING		
Sweep/vacuum floors/carpets		
Mop floor (hard floors)		
Clean mirrors & picture frames		
Polish handrails		
Dust and wipe skirting boards		
Clean windows		
Other:		
SPECIAL INSTRUCTIONS:		

POSSIBLE TASKS AND PRIORITIES, ONLY FILL IN THOSE REQUIRED	A or B	Cleaner Tick Done
KITCHEN		
Clean hob		
Clean cupboard doors		
Wipe down appliances (fridge, etc)		
Clean all surfaces		
Clean sink & buff taps		
Clean windows		
Clean window sills/ledges		
Sweep/vacuum floors/carpets		
Mop floor (hard floors)		
Clean cupboard tops		
Other:		
BATHROOM		
Clean bath		
Clean sink		
Clean mirrors		
Clean shower inside/outside		
Clean all tiled surfaces		
Clean taps & buff up		
Clean toilets inside and out		
Sweep/vacuum floors/carpets		
Mop floor (hard floors)		
Clean windows		
Other:		
BEDROOMS (state which ones to be done if not all)		
Clean mirrors		
Dust picture frames		
Wipe skirting boards		
Dust / wipe all surfaces		
Polish		
Sweep/vacuum floors/carpets		
Mop floor (hard floors)		
Tidy beds		
Wipe window sills/ledges		
Clean windows		
Other:		
EN-SUITES & CLOAKROOM		
Clean hand basin		
Clean mirrors		
Clean shower inside and out		
Clean all tiled surfaces		
Clean toilets inside and out		
Sweep/vacuum floors/carpets		
Mop floor (hard floors)		
Clean windows		

Please supply your cleaner with the relevant cleaning materials. Health and Safety: DO NOT USE BLEACH