



## Client Instruction Checklist

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)

**Please retain this form and leave out for the cleaner on the day of the clean**

Possible tasks and priorities Only fill in those required	A or B	Cleaner Tick Done
<b>Entrance, Hallway &amp; Landing</b>		
Wipe skirting boards		
Wipe doors		
Clean windows		
Clean window sills/ledges		
Dust picture frames		
Clean mirrors		
Dust/wipe all surfaces		
Polish handrails		
Sweep/vacuum floors/carpets		
Mop hard floors		
<b>Living Room</b>		
Wipe skirting boards		
Wipe doors		
Clean windows		
Clean window sills/ledges		
Dust picture frames		
Clean mirrors		
Dust/wipe/polish all surfaces		
Dust/clean fireplace (if applicable)		
Clean under sofa cushions		
Sweep/vacuum floors/carpets		
Mop hard floors		
<b>Dining Room</b>		
Wipe skirting boards		
Wipe doors		
Clean windows		
Clean window sills/ledges		
Dust picture frames		
Clean mirrors		
Dust/wipe/polish all surfaces		
Dust/clean fireplace (if applicable)		
Dust/clean chairs		
Sweep/vacuum floors/carpets		
Mop hard floors		

Possible tasks and priorities Only fill in those required	A or B	Cleaner Tick Done
<b>Kitchen</b>		
Wipe skirting boards		
Wipe doors		
Clean windows		
Clean window sills/ledges		
Clean hob/oven		
Clean cupboard doors		
Wipe down appliances (fridge etc)		
Clean all surfaces		
Clean sink & buff taps		
Sweep/vacuum floors/carpets		
Mop hard floors		
<b>Bathroom &amp; En-Suites (State which ones if not all)</b>		
Wipe skirting boards		
Wipe doors		
Clean windows		
Clean window sills/ledges		
Clean mirrors		
Clean bath & buff taps		
Clean sink & buff taps		
Clean shower		
Clean toilets inside and outside		
Sweep/vacuum floors/carpets		
Mop hard floors		
<b>Bedrooms (State which ones if not all)</b>		
Wipe skirting boards		
Wipe doors		
Clean windows		
Clean window sills/ledges		
Dust picture frames		
Clean mirrors		
Change bedding		
Tidy Beds		
Sweep/vacuum floors/carpets		
Mop hard floors		

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