



Standard / Regular Cleaning

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	Tick Done	POSSIBLE TASKS AND PRIORITIES, ONLY FILL IN THOSE REQUIRED	A or B	Tick Done
Kitchen/Utility					
High dust coving, light fittings, etc.			Clean ledges, doors, handles, etc.		
Low dust pictures, switches, skirtings, etc.			Clean/polish all tiled areas and worktops		
Clean/dust blinds			Clean toilet, bath, shower & sink inc outside		
Clean/dust ledges, doors, handles, etc.			Glass and mirrors polished		
Wash up, dry & put away as necessary			Empty & wash waste bin		
Clean/polish tiles, worktops & hob			Vacuum flooring & mop		
Clean/polish cupboard doors, drawers & handles			Other:		
Clean fridge/freezer/dishwasher/oven fronts					
Empty & wash waste bin & replace liner			Hall, Stairs & Landings		
Clean/polish sink area			High dust coving, light fittings, etc.		
Glass and mirrors polished			Low dust pictures, switches, skirtings, etc.		
Vacuum flooring & mop			Clean/dust blinds		
Other:			Clean/dust ledges, furniture, banisters, doors, etc.		
			Vacuum flooring (& mop)		
Living Rooms/Study/Dining Rooms			Other:		
High dust coving, light fittings, etc.					
Low dust pictures, switches, skirtings, etc.			Bedrooms		
Clean/dust blinds			High dust coving, light fittings, etc.		
Clean/dust ledges, furniture, doors, handles, etc.			Low dust pictures, switches, skirtings, etc.		
Sofa wiped down/tidied			Clean/dust blinds		
Fireplace cleaned			Clean/dust ledges, furniture, doors, handles, etc.		
Glass and mirrors polished			Change/straighten bed & dust headboard		
Empty any bins			Move bedside to clean behind		
Vacuum flooring (& mop)			Clean all toiletries on dressing table		
Other:			Glass and mirrors polished		
			Empty any bins		
Bathrooms			Vacuum flooring (& mop)		
High dust coving, light fittings, etc.			Other:		
Low dust pictures, switches, skirtings, etc.					
Clean/dust blinds					