

Cleaner Task Sheet

This list can be used as a guide for your cleaners to let them know which tasks you would like completed. Print off a copy and use the tick box - remember to add any special notes (i.e. Which bedrooms you are referring to, which products you would like used) There are extra spaces for tasks not shown on this list. Remember to be realistic as to how much can be achieved in the time you have booked for.

Room	Tick Box	Special Notes / Product to be used	Room	Tick Box	Special Notes / Products to be used
Lounge			Bedrooms		
Hoover			Change bedding		
Wash Floors			Hoover		
Dust			Dust		
Clean inside windows			Clean inside windows		
Woodwork and Doors			Woodwork and Doors		
Mirrors			Mirrors		
Under Rugs			Wash Floors		
Disply Cabinets - dust contents			Under Rugs		
			Front of Wardrobes / cupboards		
Other Reception Rooms			Bathrooms		
Hoover			Bath, Sink, Shower, W.C.		
Wash Floors			Taps & shower accessories		
Dust			Tiles		
Clean inside windows			Wash Floors		
Woodwork and Doors			Worktops		
Mirrors			Mirrors		
Under Rugs			Change Towelling		
Disply Cabinets - dust contents			Clean inside windows		
			Cupboard fronts		
Kitchen & Utility					
Laundry					
Sink & Taps			Lobby, Landing, Stairs		
Clean Worktops			Hoover		
Cupboard Fronts & doors			Woodwork and doors		
Cooker			Mirrors		
Wash Floors			Clean inside windows		
Clean Windows			Dust		
Fridge - inside					
Woodwork & Doors					
Disply Cabinets - dust contents					