



REGULAR CLEANING CHECKLIST

ENTRY / HALLWAY	BEDROOMS	
<ul style="list-style-type: none"> <li><input type="checkbox"/> Dust furniture &amp; ornaments</li> <li><input type="checkbox"/> Remove cobwebs</li> <li><input type="checkbox"/> Clean skirting boards</li> <li><input type="checkbox"/> Clean light switches &amp; power points</li> <li><input type="checkbox"/> Clean door entryway track</li> <li><input type="checkbox"/> Vacuum &amp; mop floors</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Dust furniture &amp; ornaments</li> <li><input type="checkbox"/> Remove cobwebs</li> <li><input type="checkbox"/> Clean skirting boards (also behind besides)</li> <li><input type="checkbox"/> Clean windows sills</li> <li><input type="checkbox"/> Clean light switches &amp; power points</li> <li><input type="checkbox"/> Clean mirrors</li> <li><input type="checkbox"/> Vacuum &amp; mop floors (including wardrobes &amp; under beds)</li> </ul>	
KITCHEN	BATHROOMS / TOILETS	
<ul style="list-style-type: none"> <li><input type="checkbox"/> Remove cobwebs</li> <li><input type="checkbox"/> Clean skirting boards &amp; windows sills</li> <li><input type="checkbox"/> Clean light switches &amp; power points</li> <li><input type="checkbox"/> Scrub sinks &amp; polish taps</li> <li><input type="checkbox"/> Clean/polish kitchen bench-tops</li> <li><input type="checkbox"/> Clean small bench-top appliances</li> <li><input type="checkbox"/> Clean outside all large appliances</li> <li><input type="checkbox"/> Dust, polish ornaments &amp; bottle-necks on bench</li> <li><input type="checkbox"/> Clean cabinets, cupboards &amp; drawer fronts</li> <li><input type="checkbox"/> Clean microwave inside &amp; out</li> <li><input type="checkbox"/> Empty bins</li> <li><input type="checkbox"/> Vacuum &amp; mop floors</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Dust &amp; clean bottle-necks</li> <li><input type="checkbox"/> Clean skirting boards &amp; windows sills</li> <li><input type="checkbox"/> Clean light switches &amp; power points</li> <li><input type="checkbox"/> Clean cabinets &amp; drawer fronts</li> <li><input type="checkbox"/> Clean shower glass on both sides</li> <li><input type="checkbox"/> Clean shower tiles (within reason) may need a professional grout clean</li> <li><input type="checkbox"/> Clear shower drain</li> <li><input type="checkbox"/> Clean &amp; scrub bathroom sinks</li> <li><input type="checkbox"/> Polish all chrome and taps</li> <li><input type="checkbox"/> Clean the toilet inside and outside</li> <li><input type="checkbox"/> Clean mirrors &amp; fold towels on rail</li> <li><input type="checkbox"/> Vacuum &amp; mop floors</li> </ul>	
LOUNGE / DINING ROOM	OPTIONAL EXTRAS	
<ul style="list-style-type: none"> <li><input type="checkbox"/> Dust furniture &amp; ornaments</li> <li><input type="checkbox"/> Remove cobwebs</li> <li><input type="checkbox"/> Dust TV cabinet &amp; buff TV with a <b>clean microfiber</b></li> <li><input type="checkbox"/> Clean skirting boards &amp; windows sills</li> <li><input type="checkbox"/> Clean light switches &amp; power points</li> <li><input type="checkbox"/> Wipe down dining &amp; coffee tables</li> <li><input type="checkbox"/> Vacuum &amp; mop floors (including under furniture)</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Inside window</li> <li><input type="checkbox"/> Outside window</li> <li><input type="checkbox"/> Carpet steam clean</li> <li><input type="checkbox"/> Clean inside oven</li> <li><input type="checkbox"/> Clean inside fridge</li> <li><input type="checkbox"/> Range hood filter</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Full wall cleaning</li> <li><input type="checkbox"/> Ceiling cleaning</li> <li><input type="checkbox"/> Blind cleaning</li> <li><input type="checkbox"/> Grout cleaning</li> <li><input type="checkbox"/> Inside dishwasher</li> <li><input type="checkbox"/> House washing</li> </ul>

## Bathrooms

- Lift bath mats to remove hair and dust before wet cleaning
- Spray shower, basin and bath, leaving the cleaner to work while you clean other areas of the bathroom
- Remove everything from the vanity top and wipe down, dust personal items and dry off vanity
- Scrub shower and bath, paying close attention to edges and grouting; soap holders and taps
- Use a squeegee for any glass panels or doors in the shower
- Pay attention to taps and plug holes, buff taps to shine
- Ensure no hair left in plug holes and drains
- Clean mirror, check for smears when done, a dirty mirror will immediately give the impression that the room hasn't been cleaned properly
- Scrub and disinfect inside of toilet, and don't forget under the seat and all other nooks and crannies
- Wipe down the outside of toilet from top to bottom including the floors behind/beside the toilet etc.
- Dust the toilet brush holder
- Empty bathroom bins and reline bin if necessary
- Vacuum floor area and don't forget to vacuum behind the door
- Dust over skirting boards
- Dress the room by neatening towels and face cloths
- Lastly mop tiles, don't have the mop too wet or it will leave streaks
- Take care to mop right into the corners and behind the door
- Remember to put the bath mats back down providing the floor is dry

## Kitchen:

- Move small appliances while cleaning the bench-tops
- Most appliances and cupboards in a kitchen should only need a wipe over with dishwash
- If appliances are stainless steel polish up with glass cleaner and a dry microfibre cloth
- Glass splash-backs can get very greasy and even after polishing can still look streaky. Use our degreaser to remove the grease and then dishwash to finish
- Remember to wipe over the cords on appliances as well as wiping appliances
- Scrub kitchen sink. Pay attention to plug holes, dry off and buff with glass cleaner for a nice shiny finish
- Don't forget to empty bin, wipe down and reline

## Bedroom:

- Remake bed
- If client wants linen changed on bed, strip bed first, take off linen and put on fresh linen in the same order. Dress the bed with cushions etc
- Remove ornaments, lamps, etc. from bedside tables, and shelves. Dust under and around, and replace ornaments where they belong
- Clean any mirrors in the room, a dirty mirror will immediately give the impressions that the room hasn't been cleaned at all
- Vacuum under beds, behind doors and in wardrobes

## Lounge:

- Remove everything from tables, TV cabinet and shelving — dry wipe or wet wipe, and replace all items where they belong
- Take care if you wet wipe the surfaces to dry off and in a lot of cases buff for a nice shiny finish or will leave a streaky finish
- Remove cushions from sofa, vacuum up dust, dirt and crumbs, replace neatly
- Dress the sofa by placing scatter cushions nice and neatly
- Neaten any magazines or things that may be on coffee tables
- Neaten dining chairs against dining table
- Lift scatter rugs from floor before you vacuum
- Vacuum floor area, take care to vacuum right into the corners, under couches and coffee table