

## CHECKLIST AND TIME TO BE TAKEN

Below is a copy of a priority checklist that we make available for our clients. They may choose to leave this for you to work from, so please make sure you completely follow.

- Before you start your work, make sure you walk around and see the property with the client.
- Give them an estimated time & price that you think you need to finish the job before you start working
- Ask the client where the cleaning has to start from

Step one is to take care of dust and dirt. The best way to tackle this is to wipe rooms from top to bottom.

### BEDROOM

Remove cobwebs from ceilings and corners  
Dust reachable surfaces – wardrobes, shelving and cupboards  
Wipe accumulated dust and dirt from top of doors  
Wipe accumulated dust from top of picture frames  
Wipe dirt off curtain rails  
Properly vacuum and dust both sides of curtains and blinds  
Wipe and polish mirrors, pictures and other wall hangings  
Wipe off dust from skirting boards and decorations  
Dust off all light fittings and lampshades  
Clean and polish metal ornaments  
Wipe and polish switches  
Remove/repaint dirty marks from walls  
Carefully clean power sockets and extension cords  
Thoroughly vacuum all mattresses  
Mop hard floors and laminate

### BATHROOM

Clean basins, taps and fittings  
Remove hard water stains  
Remove limescale if present  
Scrub and rinse soap dispensers  
Wipe and polish radiators and towel rails  
Scrub and rinse toilet and bidet  
Clean plumbing behind toilet if reachable  
Wipe marks and stains from shower screens  
Scrub and rinse bath marks and signs of mildew  
Make sure to clean drains  
Wipe and polish mirrors and glass surfaces  
Descale, rinse and wipe showerheads, taps and metal surfaces  
Scrub and rinse accumulated dirt from the toothbrush area  
Clean extractor fans  
Wipe reachable bathroom tiles

## KITCHEN

Wash and polish all worktops, countertops and the sink area  
 Clean inside cupboards, drawers and shelving  
 Throw leftover food and carrier bags away  
 Wash and polish sinks and shine taps  
 Remove accumulated limescale  
 De-grease and polish wall tiles  
 Remove mould growth between grout  
 Clean and de-grease ovens internally and externally  
 Clean grime from extractors and hobs  
 Scrub gas rings and gas control knobs  
 Clean microwaves inside and out  
 Clean out the fridge/freezer  
 Clean the washing machine inside and out  
 Clean the dishwasher inside and out  
 Clean exterior of all appliances  
 Sanitize the bins and remove rubbish  
 Clean outside of cupboards and drawers  
 Stack and arrange cutlery, utensils and other dining accessories  
 Clean inside of windows and wipe down sills, ledges and frames  
 Wipe dirt from woodwork (doors, handles, doorframes, furnishings and skirting boards)  
 Wipe down radiators if applicable and accessible  
 Remove dust from plugs and light switches  
 Vacuum, mop and polish floors

## OVEN & FRIDGE

Single Oven

Double Oven

Single Door fridge

Double Door Fridge

## CONSERVATORY

Dust and wipe the Ceiling

Dust Conservatory Glasses

Dust all windows & doors with handles

Clean blinds & curtains if any

Sweep or Vacuum floors

Steam mop the floors

### LIVING ROOM / UTILITY

Dust picture frames

Clean mirrors

Wipe skirting boards

Dust/Clean fireplace (if applicable)

Dust/Wipe all surfaces

Polish

Sweep/Vaccum floors/carpets

Mop floors (hard floors)

Clean window sills/ledges

Clean under sofa cushions

Clean windows

### HALLWAY & LANDING

Sweep/Vaccum floors/carpets

Mop floors (hard floors)

Clean mirrors & picture frames

Polish handrails

Dust and wipe skirting boards

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/vaccum floors/carpets

Mop floors (hard floors)

Clean windows

Other :