

Please mark tasks to be completed and state their priority using the interactive checkboxes.
Select 'A' (Must be done) or 'B' (Like to be done if time allows). Leave blank if not required.
You can fill this form electronically and return it, or print it out and leave it for the cleaner.
Health & Safety Notice: DO NOT USE BLEACH! Please supply your cleaner with relevant materials.

Client Name: _____

Date: _____

Cleaner: _____

Entrance, Hallway & Landing

	A	B	Done
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	☐	☐	☐

Living Room

	A	B	Done
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 appl.)	☐	☐	☐
Clean under sofa cushions	☐	☐	☐
Sweep/vacuum floors/carpets	☐	☐	☐
Mop hard floors	☐	☐	☐

Dining Room

	A	B	Done
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 appl.)	☐	☐	☐
Dust/clean chairs	☐	☐	☐
Sweep/vacuum floors/carpets	☐	☐	☐
Mop hard floors	☐	☐	☐

Kitchen

	A	B	Done
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	☐	☐	☐

Bathroom & En-Suites

	A	B	Done
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 & outside	☐	☐	☐
Sweep/vacuum floors/carpets	☐	☐	☐
Mop hard floors	☐	☐	☐

Bedrooms

	A	B	Done
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	☐	☐	☐