



Client Instruction Checklist

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)

Please retain this form and leave out for the cleaner on the day of the clean

Possible tasks and priorities Only fill in those required	A or B	Cleaner Tick Done
Entrance, Hallway & Landing		
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		
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 applicable)		
Clean under sofa cushions		
Sweep/vacuum floors/carpets		
Mop hard floors		
Dining Room		
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 applicable)		
Dust/clean chairs		
Sweep/vacuum floors/carpets		
Mop hard floors		

Possible tasks and priorities Only fill in those required	A or B	Cleaner Tick Done
Kitchen		
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 (State which ones if not all)		
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 and outside		
Sweep/vacuum floors/carpets		
Mop hard floors		
Bedrooms (State which ones if not all)		
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		

Please supply your cleaner with the relevant cleaning materials. Health & Safety: DO NOT USE BLEACH!