

Regular customers - cleaning tasks list

Dusting

Every visit

- Cobwebs – check all rooms
- Window sills (all levels)
- Skirting Boards
- Door frames (architraves)
- Dust all furniture unless requested otherwise
- Don't spray fish tanks unless written in notes
- **WE DON'T SPRAY PLASMA OR LCD TV'S OR COMPUTER MONITORS EVER, ONLY FEATHER DUST - FINGER MARKS ARE LEFT FOR CUSTOMERS TO MANAGE.**
- Dust chairs, including rails
- Vacuum lounges as required unless more often requested
- Damp wipe furniture where you can and time permits
- Furniture polish, leather treatments, etc must be supplied by customer and you may charge extra as necessary.

Furniture

*****We Don't go inside of any cupboards with doors, including display cabinets with glass doors unless requested*****

- Bookshelves – dust fronts only if books in place, dust under trinkets (and over as time permits)
- Coffee tables/side tables damp wipe
- Glass tops spray with glass cleaner

Rotation

- Light fittings
- Curtain rails
- Top of kitchen cupboards
- Dusting paneled doors
- Dusting dining chair rungs

Vacuuming & Mopping

Power head vacuum

- all carpets/rugs
- including behind doors
- under furniture
- move lounges (unless stated not to in notes)
- under beds where you can reach.

Vacuum all hard floors

- bathrooms
- living areas
- laundry
- Toilet area.
- Under edge of rugs
- We Don't vacuum shower recesses; hand scrub clean and wipe out with dry tea towels.

Kitchen

Kitchens require a lot of detail as they are often the most used part of the home:

Order of tasks for kitchen:

- Range hood (stainless steel cleaner if appropriate)
- High cupboard doors/handles
- Stove top detail (stainless steel cleaner if appropriate)
- Splash back
- Detail sink – toothbrush around taps, plugs and where inset. Thorough clean so no bits inside sink at all +
- Breakfast bar – lift under all items unless heavy
- Benches – lift under all items unless heavy (ie coffee machine)
- Wipe over fridge where you can – usually handle is all that can be reached and dust top of fridge where appropriate.
- Wipe over kick plates
- Clean gaps between cupboards and fridge if you can reach

Rotational

Light fittings – 3 monthly

Top of kitchen cupboards – 3 monthly

Bathrooms

Bathrooms, like kitchens are always well used areas that require all tasks to be done each visit. Modern bathrooms are unforgiving and require an excellent finish to look the part. **Special note** – make sure you clean between gaps of showers and vanities.

Order of tasks for bathrooms:

- Dusting – dust window ledge and check cobwebs, dust towel rail and toilet roll holder
- Mirrors – all marks, should be no smears (use dry lint free tea towels)
- Vanity – clean tiles between vanity and mirror, clean vanity top and bowl, use toothbrushes around taps, plug and where basin is inlaid if required. Remove all marks including toothpaste, etc. Wipe vanity door fronts and handles + kick plate if one exists.
- Clean shower including frame, glass on both sides (metho and water is normally sufficient for outside) all tiles with white scrubber, you can use the stronger bristled brush on the floor. Clean soap dish properly (remove all soap) and hand dry floor with a tea towel ensuring no marks or hairs.

- Clean toilet thoroughly, Clean all sides of toilet, all sides of seats, inside bowl, under rim. Wipe around front and back of outside bowl.
- Lift floor mats off ground and hang over bath, towel rail (if no towels there) over the shower if appropriate or leave in place requested by customer
- Vacuum and mop floor

Laundry

The laundry requires less attention than most rooms but still requires correct cleaning.

- Quick dust over machines/dryer and dust window ledge
- Wipe benches and check cupboard faces/handles
- Clean sink
- Wipe tiles
- Vacuum and mop floor

VACUUMING

The quality and detail of your vacuuming sets the standard for the finish of your mopping. It can be very frustrating to vacuum a house and then encounter bits and pieces on the floors when you go to mop.

- Vacuum all rooms
- Vacuum all rugs and carpet with power head
- Lift under edges of rugs as bare minimum, small rugs lift fully and large rugs the edges are sufficient unless requested otherwise.
- Vacuum behind all doors
- Vacuum under and around heavy furniture
- Move lounges where you can
- Kids rooms use common sense but make sure you do pull out toys occasionally if lots of toys in the way.
- Throw kids clothes on bed if covering floors, don't just leave them in place but if a real mess leave and shut the door – leave a note.