



	Weekly	Fortnightly	Monthly
<u>Hallway/Stairs and landing</u>			
Wipe and polish all tops and surfaces			
Wipe skirting boards and light fixtures			
Dust window ledges			
Wipe glass surfaces			
Sweep and mop wooden floor / Vacuum floors/rugs			
Additional:			
<u>Living Room</u>			
Wipe and polish all tops and surfaces			
Wipe skirting boards and light fixtures			
Dust window ledges			
Wipe glass surfaces			
Empty and clean bins			
Sweep and mop wooden floor/ vacuum floors/rugs			
Additional:			
<u>Dining Room</u>			
Wipe and polish all tops and surfaces			
Wipe skirting boards and light fixtures			
Dust window ledges			
Wipe glass surfaces			
Empty and clean bins			
Sweep and mop wooden floor/ vacuum floors/rugs			
Additional:			
<u>Kitchen</u>			
Wipe cupboard fronts, table and chairs			
Wipe all worktops/work surfaces			
Wipe appliances			
Wipe sink			
Wipe top of cooker and control knobs			
Wipe the doors and the handle			
Wipe the light switches			
Wipe the window sills			
Vacuum and mop floor			
Empty rubbish bins and wipe if necessary			
Additional:			
<u>Utility Room</u>			
Wipe cupboard fronts			
Wipe all worktops/work surfaces			
Wipe appliances			
Wipe sink			
Sweep and mop floor			
Additional:			
<u>Study/Additional ground floor room</u>			
Wipe and polish all tops and light fixtures			
Dust windows ledges			

Wipe glass surfaces			
Empty and clean bins			
Sweep and mop wooden floor/vacuum floors/rugs			
Additional:			
<u>Conservatory</u>			
Wipe and polish all tops and surfaces			
Wipe skirting boards and light fixtures			
Dust window ledges			
Wipe glass surfaces			
Empty and clean bins			
Sweep and mop wooden floor			
Additional:			
<u>Master Bedroom</u>			
Wipe and polish all tops and surfaces			
Wipe skirting boards and light fixtures			
Dust window ledges			
Wipe glass surfaces			
Empty and clean bins			
Sweep and mop wooden floor/ vacuum floors/rugs			
Additional:			
<u>Additional bedrooms</u>			
Wipe and polish all tops and surfaces			
Wipe skirting boards and light fixtures			
Dust window ledges			
Wipe glass surfaces			
Empty and clean bins			
Sweep and mop wooden floor/ vacuum floors/rugs			
Additional:			
<u>Bathroom</u>			
Wipe and disinfect the toilet, bowl, seat, lid, tank and base			
Wipe the bath, shower and sink			
Wipe and shine taps, mirrors and all chromes			
Wipe cabinet fronts			
Wash all shelves and fixtures			
Wash the shower doors and tiles			
Wipe floors			
Wipe the doors and the handles			
Wipe the light switches			
Empty the bins			
Additional:			
<u>En-suite</u>			
Wipe and disinfect the toilet, bowl, seat, lid, tank and base			
Wipe the bath, shower and sink			
Wipe and shine taps, mirrors and all chromes			
Wipe cabinet fronts			
Wash all shelves and fixtures			
Wash the shower doors and tiles			
Wipe floors			

Wipe the doors and the handles			
Wipe the light switches			
Empty the bins			
Additional:			
Extras			
Clean Internal windows			
Wash dishes/ load dishwasher			
Ironing			
Additional:			

Client Signature

Date:

Management Signature

Date:

Cleaner Signature

Date: