

# Cleaning Schedule

(sample)

**Customer:**

## Hallway

- Polish all surfaces including picture frames ornaments etc
- Lightly wipe light switches
- Polish mirrors
- Wipe door furniture, skirting, radiators, ledges, door frames and sills.
- clean windows (every 4 weeks)
- Hoover

## Cloakroom Toilet

- Flush toilet and reduce water level inside the bowl, remove lime scale
- Wipe all toilet surfaces with specific toilet cloth using anti-bacterial cleaner
- Wipe and polish any chrome work with separate microfibre cloth
- Apply toilet block if required
- Apply toilet cleaner
- Fold toilet roll into triangle shape
- Wipe and clean sink, fittings and waste pipe
- Polish all chrome work
- Wipe door furniture, skirting, radiators, ledges, door frames and sills.
- Make tidy hand towels
- Empty bins and replace with clean liners
- Wipe and polish tiles if required
- Hoover floor
- Mop with a **DAMP** mop

## Living Room

- Polish all surfaces including picture frames ornaments etc
- Lightly wipe light switches
- Polish mirrors
- Wipe door furniture, skirting, radiators, ledges, door frames and sills.
- Wipe t.v using v.d.u or glass cleaner depending of surface
- Lift up chairs and lightweight furniture to facilitate cleaning
- Clean windows (every 4 weeks)
- Wipe fire place and surround
- Plump cushions
- Every few weeks lift main cushions and hoover
- Hoover

## Kitchen/family room

- Empty waste bins and replace with new liners (dispose of in designated area)
- Wash, dry and put away any crockery and cutlery (load or unload dishwasher)
- Wash clean with all surfaces antibac sinks (behind and under all kitchen equipment where possible)



- Polish all taps
- Polish dining room table
- Damp wipe all non-upholstered chairs
- Wipe all tiles, cupboard doors and handles
- Clean out fridge using anti-bacterial cleaner (**every 4 weeks**)
- Wipe inside microwave using anti-bacterial cleaner
- Clean kitchen windows (**every 4 weeks**)
- Replace or bleach dishcloths as required
- Lightly wipe light switches
- Wipe door furniture, skirting, radiators, ledges, door frames and sills

Hoover all floors

- Mop with a **DAMP** mop

### Stairs and Landing

- Wipe all skirting, banisters
- Polish all surfaces including picture frames ornaments etc
- Lightly wipe light switches
- Hoover

### Bedrooms

- Tidy bedding/toys ect
- Polish all surfaces including picture frames ornaments etc
- Lift up chairs and lightweight furniture to facilitate cleaning
- Lightly wipe light switches
- Polish mirrors
- Wipe door furniture, skirting, radiators, ledges, door frames and sills.
- Clean windows (every 4 weeks)
- Hoover

### Bathrooms

- Flush toilet and reduce water level inside the bowl, remove lime scale
- Wipe all toilet surfaces with specific toilet cloth using anti-bacterial cleaner
- Wipe and polish any chrome work with separate microfibre cloth
- Apply toilet block if required
- Apply toilet cleaner
- Fold toilet roll into triangle shape
- Clean and polish all mirrors
- Wipe and clean sink, fittings and waste pipe
- Polish all chrome work
- Wipe door furniture, skirting, radiators, ledges, door frames and sills.
- Make tidy towels
- Clean shower screen
- Wipe and clean all bath rinse and dry
- Polish all glass and high gloss units
- Clean toothbrush holders
- Wipe and polish tiles inside bath/shower area
- Wipe and polish ALL bathroom tiles (**every 4 weeks**)
- Clean windows (**every 4 weeks**)
- Hoover
- Mop floor



## **NOTES FOR CLEANING OPERATIVE**

**Property is to be left in "show home" condition**

**Everything needs to be neat and tidy**

**Towels folded neatly and clothes if left out folded and put in a pile.**

**Beds neatened and pulled tight**

**Toiletries in bedrooms/bathrooms arranged neatly**

**Any bits and bobs you find lying around, place in one particular area and the customer will put away**

**ALL CLOTHS TO BE MACHINE WASHED AFTER EVERY USE.**