

# Cleaning Checklist

Please mark tasks as **MUST** (mandatory) or **LIKE** (if time allows) and provide this form to the cleaner.

Task	Must	Like	Done
<b>Entrance, Hallway &amp; Landing</b>			
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			
<b>Living Room</b>			
Wipe skirting boards			
Wipe doors			
Clean windows			
Clean window sills / ledges			
Dust picture frames			
Clean mirrors			
Dust / wipe / polish all surfaces			
Dust / clean fireplace			
Clean under sofa cushions			
Sweep / vacuum floors / carpets			
Mop hard floors			
<b>Dining Room</b>			
Wipe skirting boards			
Wipe doors			
Clean windows			
Clean window sills / ledges			
Dust picture frames			
Clean mirrors			
Dust / wipe / polish all surfaces			
Dust / clean fireplace			
Dust / clean chairs			
Sweep / vacuum floors / carpets			
Mop hard floors			

Task	Must	Like	Done
<b>Kitchen</b>			
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			
<b>Bathroom &amp; En-Suites (state which ones if not all)</b>			
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			
<b>Bedrooms (state which ones if not all)</b>			
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			