Task Sheet

ENTRANCE AREA

- [ ] Clean skirting
- [ ] Polish brass
- [ ] Wipe door
- [ ] Vacuum carpet
- [ ] Wash floor
- [ ] ……
- [ ] ……

LIVING ROOM

- [ ] Clean picture
- [ ] Clean mirrors
- [ ] Clean skirting
- [ ] Clean fireplace
- [ ] Clean tables
- [ ] Dust chairs
- [ ] Dust surfaces
- [ ] Dust lampshades
- [ ] Polish brass/silver
- [ ] Vacuum carpet
- [ ] Wash windows
- [ ] Wipe window ledges
- [ ] Wash radiators
- [ ] Wash walls
- [ ] Wash floor
- [ ] ……
- [ ] ……

DINNING ROOM

- [ ] Clean picture
- [ ] Clean mirrors
- [ ] Clean skirting
- [ ] Clean fireplace
- [ ] Clean tables
- [ ] Dust chairs
- [ ] Dust surfaces
- [ ] Dust lampshades
- [ ] Polish brass/silver
- [ ] Vacuum carpet
- [ ] Wash windows
- [ ] Wipe window ledges
- [ ] Wash radiators
- [ ] Wash walls
- [ ] Wash floor
- [ ] ……
- [ ] ……

KITCHEN

- [ ] Clean hob
- [ ] Clean inside cupboards
- [ ] Clean inside microwave
- [ ] Clean outside fridge
- [ ] Clean inside fridge
- [ ] Clean oven
- [ ] Clean radiators
- [ ] Wipe outside of oven
- [ ] Clean sink
- [ ] Wash up
- [ ] Wash windows
- [ ] Wipe window ledges
- [ ] Wash floor
- [ ] ……
- [ ] ……

BATHROOM

- [ ] Clean bath/sink
- [ ] Clean mirrors
- [ ] Clean shower cabinet
- [ ] Clean sink
- [ ] Clean tiles/surfaces
- [ ] Clean taps
- [ ] Clean toilets
- [ ] Wash floor
- [ ] ……
- [ ] ……

BEDROOMS

- [ ] Clean mirrors
- [ ] Clean pictures
- [ ] Clean skirting board
- [ ] Clean radiators
- [ ] Dust surfaces
- [ ] Change sheets
- [ ] Make beds
- [ ] Polish brass/silver
- [ ] Vacuum carpets
- [ ] Wipe widow ledges
- [ ] Wash walls
- [ ] Wash windows
- [ ] Wash floors
- [ ] ……
- [ ] ……
- [ ] ……

STAIRS/COMMON PARTS

- [ ] Vacuum
- [ ] Polish handrails
- [ ] Clean skirting
- [ ] Wash floors
- [ ] Wash walls
- [ ] ……
- [ ] ……

IRONING

- [ ] Shirts
- [ ] Dresses
- [ ] Trousers
- [ ] Jeans
- [ ] Underwear
- [ ] Suits
- [ ] ……
- [ ] ……
- [ ] ……
- [ ] ……

Note: we expect the cleaners to iron approx. 8 shirts per hour

OTHER ROOMS

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COMENTS

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