

Zauberfee Cleaning Services Limited - Domestic Cleaner Task Sheet

Client to select today's cleaning and ironing requirements. Choose Priority 1 or

Priority 2:

Priority 1: should be done today

Priority 2: should be done, time permitting.

Please circle, cross out or add activities, as appropriate.

- Together with verbal instructions, this will enable your cleaner to complete all their tasks.
- For health & safety reasons, please provide natural rather than chemical cleaning products.
- Please make sure all electrical equipment functions and is safe to use, e.g. hoover and iron etc.

	Bedroom 1		Bedroom 2		Bedroom 3		Bedroom 4	
To Dos	P1	P2	P1	P2	P1	P2	P1	P2
Strip/make bed								
Hoover/clean floor								
Clean windows								
Dust wall hangings								
Clean shelves/ windowsills/ furniture/heaters								
<u>Special care instructions & comments:</u>								

To Dos	Bathroom 1		Bathroom 2		Bathroom 3		Bathroom 4	
	P1	P2	P1	P2	P1	P2	P1	P2
Hoover/clean floor								
Clean windows/mirrors								
Clean shelves/ windowsills/ furniture/heaters								
Clean shower screen/bath								
Clean shower tray/shower door								
Clean sink								
Clean toilet								
Empty/clean bin								
<u>Special care instructions & comments:</u> 								

To Dos	Hall		To Dos	Lounge		To Dos	WC		To Dos	Study		To Dos	Kitchen	
	P1	P2		P1	P2		P1	P2		P1	P2		P1	P2
Hoover/clean floor			Hoover/clean floor			Hoover/clean floor			Hoover/clean floor			Hoover/clean floor		
Clean windows			Clean windows			Clean windows			Clean windows			Clean windows		
Dust wall hangings			Dust wall hangings			Dust wall hangings			Dust wall hangings			Dust wall hangings		
Clean shelves/ window sills/ furniture/heaters			Clean shelves/ window sills/ furniture/ heaters			Clean shelves/ window sills/ furniture/ heaters			Clean shelves/ window sills/ furniture/ heaters			Clean shelves/ window sills/ furniture/ heaters/work top		
Clean stairs and polish spindles/banister/ railing			Hoover sofa (use upholstery attachment)			Clean sink						Clean sink		
Clean all doors			Dust blinds/ curtains			Clean toilet						Empty/clean bin		
						Empty/clean bin						Clean oven/hob/ microwave		
												Load/unload dish-washer or clean dishes		

<u>Hall - special care instructions & comments:</u>	<u>Lounge - special care instructions & comments:</u>	<u>WC - special care instructions & comments:</u>	<u>Study - special care instructions & comments:</u>	<u>Kitchen - special care instructions & comments:</u>
---	---	---	--	--

<u>Ironing – special care instructions & comments:</u>
--

<u>Other/general comments and instructions:</u>
