## **ALLCLEAN Client Instruction Sheet for Cleaners**

Client to advise & provide relevant cleaning materials & equipment for cleaner. Tick jobs you would like done & other work. Cleaner to work through list until hours are completed. DO NOT USE BLEACH

Clients name					
Date					
Agreed cleaning hours per weel	k				
	Priority	Additional		Priority	Additional
Hallway/Stairs/Landings	Tick	Tick	Kitchen	Tick	Tick
Sweep or Vacuum floor			Sweep or Vacuum floor		
Mop floor			Mop floor		
Dust & wipe skirtings			Dust & wipe skirtings		
Dust & wipe doors			Dust & wipe doors		
Dust & wipe cills			Dust & wipe cills		
Clean windows			Clean windows		
Clean mirrors/pictures			Clean mirrors/pictures		
Dust surfaces			Dust surfaces		
Polish			Clean worktops		
Other			Clean cupboard doors		
			Clean inside cupboards		
			Clean sink & taps		
Living Areas			Wipe appliances exterior		
Sweep or Vacuum floor			Clean appliances interior		
Vacuum chairs & sofas			Other		
Mop floor					
Dust & wipe skirtings					
Dust & wipe doors			Bathrooms & toilets		
Dust & wipe cills			Sweep or Vacuum floor		
Clean windows			Mop floor		
Clean mirrors/pictures			Dust & wipe skirtings		
Dust surfaces			Dust & wipe doors		
Polish surfaces			Dust & wipe cills		
Other			Clean windows		
			Clean mirrors/pictures		
			Dust surfaces		
Dining Areas			Clean bath/basin & taps		
Sweep or Vacuum floor			Clean shower cubicle/screen		
Mop floor			Clean toilet/bidet		
Dust & wipe skirtings			Wipe all tiled surfaces		
Dust & wipe doors			Other		
Dust & wipe cills					
Clean windows					
Clean mirrors/pictures			Bedrooms		
Dust surfaces			Sweep or Vacuum floor		
Polish surfaces			Dust & wipe skirtings		
Other			Dust & wipe doors		
			Dust & wipe cills		
			Clean windows		
Study/Office			Clean mirrors/pictures		
Sweep or Vacuum floor			Dust surfaces		
Mop floor			Tidy beds		
Dust & wipe skirtings			Polish surfaces		
Dust & wipe doors			Other		
Dust & wipe cills					
Clean windows					
Clean mirrors/pictures			Ironing		
Dust surfaces					
Polish surfaces					
Other					
Other work / special instruction	ons:				
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