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 week		

Hallway/Stairs/Landings	Priority Tick	Additional Tick
Sweep or Vacuum floor		
Mop floor		
Dust & wipe skirtings		
Dust & wipe doors		
Dust & wipe cills		
Clean windows		
Clean mirrors/pictures		
Dust surfaces		
Polish….		
Other		
Living Areas		
Sweep or Vacuum floor		
Vacuum chairs & sofas		
Mop floor		
Dust & wipe skirtings		
Dust & wipe doors		
Dust & wipe cills		
Clean windows		
Clean mirrors/pictures		
Dust surfaces		
Polish surfaces		
Other		
Dining Areas		
Sweep or Vacuum floor		
Mop floor		
Dust & wipe skirtings		
Dust & wipe doors		
Dust & wipe cills		
Clean windows		
Clean mirrors/pictures		
Dust surfaces		
Polish surfaces		
Other		
Study/Office		
Sweep or Vacuum floor		
Mop floor		
Dust & wipe skirtings		
Dust & wipe doors		
Dust & wipe cills		
Clean windows		
Clean mirrors/pictures		
Dust surfaces		
Polish surfaces		
Other		

Kitchen	Priority Tick	Additional Tick
Sweep or Vacuum floor		
Mop floor		
Dust & wipe skirtings		
Dust & wipe doors		
Dust & wipe cills		
Clean windows		
Clean mirrors/pictures		
Dust surfaces		
Clean worktops		
Clean cupboard doors		
Clean inside cupboards		
Clean sink & taps		
Wipe appliances exterior		
Clean appliances interior		
Other		
Bathrooms & toilets		
Sweep or Vacuum floor		
Mop floor		
Dust & wipe skirtings		
Dust & wipe doors		
Dust & wipe cills		
Clean windows		
Clean mirrors/pictures		
Dust surfaces		
Clean bath/basin & taps		
Clean shower cubicle/screen		
Clean toilet/bidet		
Wipe all tiled surfaces		
Other		
Bedrooms		
Sweep or Vacuum floor		
Dust & wipe skirtings		
Dust & wipe doors		
Dust & wipe cills		
Clean windows		
Clean mirrors/pictures		
Dust surfaces		
Tidy beds		
Polish surfaces		
Other		
Ironing		

Other work / special instructions: