



LIVING ROOM/LOUNGE AREA/HALLWAY

- Remove cobwebs
- Wall Dusting
- Finger Prints removed from all wood work, door frames and switch plates
- Ceiling fans dusted- top and bottom
- Clean windows, windowsills, ledges and vacuum blinds/curtains. (accessible)
- Floor - vacuumed, steam mopped and dry mopped.
- Upholstered Furniture - vacuumed/ under cushion area
- Cushion and pillows fluffed and straightened
- Furniture dusted - on top, on front and underneath.
- Hallways and staircase - Vacuumed
- Trash Emptied
- General straightening completed

BEDROOMS

- Remove cobwebs
- Wall Dusting
- Fingerprints removed from all woodwork, door frames and switch plates
- Picture frames dusted
- Furniture dusted - Top, front and underneath.
- Ceiling fans - top and bottom
- Clean windowsills and vacuum blinds
- Upholstered furniture vacuumed including under cushion area
- Clean all accessible windows, window grills and meshes
- Floor - vacuumed and steam mopped
- Balcony - Railings dusted, Floor cleaned and mopped, Cobwebs removed
- General straightening completed.

ENTRANCE/OUTER AREA

- Fingerprints removed from all woodwork, door frames and switch plates
- Outer area cleaned.

WASH ROOMS

- Remove cobwebs
- Wall dusting
- Toilet/WC - Clean from outside/inside, scrubbed and disinfected.
- Tub & Shower area tiles scrubbed, disinfected and rinsed.
- Chrome fixtures cleaned and polished.
- Countertops and toiletries dusted.
- Sinks scrubbed and disinfected
- Mirrors - All residue removed and shined
- Floor - Vacuumed and steam mopped
- Clean windowsills
- Trash Emptied
- Towels neatly hung and folded.

KITCHEN

- Remove cobwebs
- Countertops and backsplash cleaned and disinfected.
- All Electric appliances exterior cleaned.
- Fingerprints removed from all woodwork, door frames and switch plates.
- Clean stove and burners
- Damp clean cabinets from outside
- Vacuum and steam mop floors and skirting
- Sinks scrubbed and dis-infected.
- Clean refrigerator from outside including top
- Clean exhaust fan (not chimney)
- Clean ceiling fan
- Chrome fittings - cleaned and polished
- Trash Emptied

SIGNATURE OF SUPERVISOR	SIGNATURE OF CLIENT
----------------------------	------------------------