

# SelectCleaning Specifications

<u>AREA</u>	<u>TASK NO</u>	<u>TASK</u>	<u>Each visit</u>	<u>CHECK</u>
<b>Kitchen</b>	1	Remove all cobwebs	✓	
	2	Dust & spot clean working left to right & top to bottom	✓	
	3	Clean around stove top	✓	
	4	Clean top and front of fridge & microwave	✓	
	5	Scrub around taps with toothbrush	✓	
	6	Clean plug hole with plug hole brush	✓	
	7	Wash out sink with cream scourer	✓	
	8	Vacuum floor	✓	
	9	Mop from back of room to front	✓	
	10	Check corners & edges	✓	
	11	Leave all surfaces dry	✓	
<b>Dining Room</b>	12	Remove all cobwebs	✓	
	13	Dust & spot clean working left to right & top to bottom	✓	
	14	Dust & spot clean anything in middle of room	✓	
	15	Vacuum floor	✓	
	16	Mop from back of room to front (if required)	✓	
	17	Check corners & edges	✓	
<b>Lounge</b>	18	Remove all cobwebs	✓	
	19	Dust & spot clean working left to right & top to bottom	✓	
	20	Dust & spot clean anything in middle of room	✓	
	21	Vacuum floor	✓	
	22	Mop from back of room to front (if required)	✓	
<b>Halls/Stairs</b>	23	Remove all cobwebs	✓	
	24	Dust & spot clean working left to right & top to bottom	✓	
	25	Dust & spot clean anything in middle of room	✓	
	26	Mop from back of room to front (if required)	✓	
	27	Vacuum floor	✓	
<b>Bedrooms</b>	28	Remove all cobwebs	✓	
	29	Dust & spot clean working left to right & top to bottom	✓	
	30	Dust & spot clean anything in middle of room	✓	
	31	Mop from back of room to front (if required)	✓	
	32	Vacuum floor	✓	
<b>Laundry</b>	33	Remove all cobwebs	✓	
	34	Dust & spot clean working left to right & top to bottom	✓	
	35	Spot clean front of appliances	✓	
	36	Scrub around tapes with toothbrush	✓	
	37	Clean plug hole with plug hole brush	✓	
	38	Wash out sink with cream scourer	✓	
	39	Leave all surfaces dry	✓	
	40	Sweep/vacuum floor	✓	
	41	Mop floor	✓	
	42	Check corners & edges	✓	

<u>AREA</u>	<u>TASK NO</u>	<u>TASK</u>	<u>Each Visit</u>	<u>CHECK</u>
<b>Bathrooms / Toilets</b>	43	Put mats outside door	✓	
	44	Flush toilet & spray with disinfectant / cleaner	✓	
	45	Check bathroom for cobwebs	✓	
	46	Dust & spot clean working around room	✓	
	47	Clean mirror	✓	
	48	Clean around edges of tap and unit with toothbrush	✓	
	49	Clean plug hole with plug hole brush	✓	
	50	Clean top of vanity with disinfectant / cleaner	✓	
	51	Clean basin bowl with clean scourer & rinse	✓	
	52	Dry all of top including chrome taps	✓	
	53	Spot clean base of hand basin & cupboards	✓	
	54	With toilet brush fully scrub inside of toilet & S-bend	✓	
	55	Spray disinfectant / cleaner over entire toilet & floor area behind & to sides	✓	
	56	Wipe Cistern including back	✓	
	57	Wipe behind toilet and all pipes	✓	
	58	Wipe outside of bowl	✓	
	59	Leave toilet outside dry, especially seat	✓	
	60	Clean toilet brush holder	✓	
61	Clean rubbish bin	✓		
62	Clean scales	✓		
63	Mop floor from back of room to front	✓		
64	Check corners & edges & behind doors	✓		
65	Scrub corners with Doodlebug	✓		
<b>Showers / Baths</b>	66	Check base for mould & spray with bleach/punch	✓	
	67	Spray walls with zest & scrub with pad	✓	
	68	Clean chrome fittings & soap dish with toothbrush	✓	
	69	Spray glass walls/doors with zest & scrub with pad	✓	
	70	Use toothbrush to clean shower door tracks	✓	
	71	Wash down 4 walls with shower head or bucket & cup	✓	
	72	Squeegee walls dry & dry chrome fittings	✓	
	73	Clean base of shower / bath with cream scourer & pad –Clean drain	✓	
	74	Wash away scourer & dry floor / bath	✓	
	75	Clean outside glass as needed with glass cleaner	✓	
76	Wipe outside ledge of shower base	✓		
	77	Straighten magazines	✓	
	78	Close doors	✓	
	79	Set Alarm	✓	
	80	Lock main door	✓	