



Property Management  
& Cleaning Solutions

Client name: \_\_\_\_\_

Client Instruction Checklist for \_\_\_\_\_ hours of Cleaning

**Client: Please mark any tasks that should be completed and state their priority - "A" priority (these MUST be done) or "B" priority (you would like these to be done IF time allows)**

Possible Tasks and Priorities, only fill in those required	A or B	Cleaner Tick Done
<b>Entrance Area</b>		
Wipe skirting boards		
Wipe door clean		
Sweep/vacuum floors/carpets		
Mop floor (hard floors)		
Other:		
<b>Living Room</b>		
Dust picture frames		
Clean mirrors		
Wipe skirting boards		
Dust/clean fireplace		
Dust/wipe all surfaces		
Polish		
Sweep/vacuum floors/carpets		
Mop floor (hard floors)		
Clean window sills/ledges		
Clean under sofa cushions		
Clean windows		
Other:		
<b>Dining Room</b>		
Dust picture frames		
Clean mirrors		
Wipe skirting boards		
Dust/clean fireplace		
Dust chairs		
Dust/wipe all surfaces		
Polish		
Sweep/vacuum floors/carpets		
Mop floor (hard floors)		
Clean window sills/ledges		
Clean windows		
Other:		
<b>Hallway &amp; Landing</b>		
Sweep/vacuum floors/carpets		
Mop floor (hard floors)		
Clean mirrors & picture frames		
Polish handrails		
Dust & wipe skirting boards		
Clean windows		
Other:		
<b>Special Instructions:</b>		

Possible Tasks and Priorities, only fill in those required	A or B	Cleaner Tick Done
<b>Kitchen</b>		
Clean hob		
Clean cupboard doors		
Wipe down appliances		
Clean all surfaces		
Clean sink & buff taps		
Clean windows		
Clean window sills/ledges		
Sweep/vacuum floors/carpets		
Mop floor (hard floors)		
Clean cupboard tops		
Other:		
<b>Bathroom</b>		
Clean bath		
Clean sink		
Clean mirrors		
Clean shower inside/outside		
Clean all tiled surfaces		
Clean taps & buff		
Clean toilets inside & out		
Sweep/vacuum floors/carpets		
Mop floor (hard floors)		
Clean windows		
Other:		
<b>Bedrooms (state which if not all)</b>		
Clean mirrors		
Dust picture frames		
Wipe skirting boards		
Dust/wipe all surfaces		
Polish		
Sweep/vacuum floors/carpets		
Mop floor (hard floors)		
Tidy Beds		
Wipe window sills/ledges		
Clean windows		
Other:		
<b>En-suites/Cloakroom</b>		
Clean hand basin		
Clean mirrors		
Clean shower inside/out		
Clean all tiled surfaces		
Clean toilet inside/out		
Sweep/vacuum floors/carpets		
Mop floor (hard floors)		
Clean windows		