ONE-OFF CLEANING TASK LIST

WE WILL DO IT (Standard service)	DO YOU WANT IT? (Extra time)	Mark X
Bathroom	**Bathroom**	
Ceiling: Cleaned off cobwebs		
All accessible surfaces: Dusted	Dust and clean levels that requests a high ladder	
Exhaust Fan: Cleaned outside		
Shower: washed and left shining		
Bathtub: washed and left shining		
Washbasin: washed and left shining		
Toilet sit: cleaned and disinfected inside and outside		
Wall tiles: cleaned around toilet, inside shower cabin, around bathtub and washbasin		
Glassed walls and surfaces: cleaned and polished		
Cabinet: Cleaned outside		
Shelves: Cleaned		
Towels rail: cleaned		
Towels: arranged neatly		
Heater: front part cleaned	Heater: back part dusted	
Light switchers: cleaned		
Bins: emptied and cleaned		
Door: cleaned off marks, frame dusted and handles disinfected		
Skirting boards: cleaned		
Floor: vacuumed and mopped		
Kitchen	**Kitchen**	
Ceiling: cleaned off cobwebs		
All accessible surfaces: Dusted	Dust and clean levels that requests a high ladder	
Cupboards and drawers: cleaned outside	cupboards and drawers: cleaned inside	
Fridge: cleaned outside	Fridge: cleaned inside	
	Fridge: cleaned backwards and underneath	
Cooker: Cleaned at the top and outside oven	Oven: cleaned inside	
	Cooker. Cleaned backwards and underneath	
Extractor: Cleaned outside		
Washing machine: Cleaned outside	Washing machine: cleaned inside	
Dish machine: Cleaned outside	Dish machine: cleaned inside	
Microwave oven: Cleaned outside	Microwave oven: cleaned	

	inside	
Fixtures: Dusted	Fixtures: Cleaned and degreased	
Tables, chairs and countertops: cleaned, degreased and sanitized		
Heaters: front part cleaned	Heaters: back part dusted	
Switchers: cleaned		
Bins: Emptied and cleaned		
Windows: Cleaned inside	Windows: cleaned outside	
Doors: Cleaned off marks, frame dusted and handles disinfected		
Skirting boards: cleaned		
Floor: Vacuum and mopped		
Bedrooms	**Bedrooms**	
Ceiling: cleaned off cobwebs		
All accessible Surfaces: dusted		
Wardrobes and drawers: cleaned outside free off marks	Wardrobes and drawers: cleaned inside	
Glass surfaces and mirrors: cleaned and polished		
Pictures: dusted		
Beds: frames dusted, duvet and pillows arranged neatly	Beds: cleaned underneath	
	Beds: to be made	
Heater: front part cleaned	Heater: back part dusted	
Light switchers: cleaned		
Bins: emptied		
Windows: Cleaned inside	Windows: cleaned outside	
Door: Frame dusted, handles disinfected		
Skirting boards: cleaned		
Floor: Vacuumed and mopped		
Dining/Living room	**Dining/Living room**	
Ceiling: cleaned off cobwebs		
All accessible surfaces: Dusted	Dust and clean levels that requests a high ladder	
Pictures: dusted		
Electronic devices: dusted		
Couches: vacuumed		
Cushions: Dusted by beating		
Brass/silver surfaces: Polished		
Glassed surfaces and mirrors: cleaned and polished		
Heaters: cleaned front part	Heaters: back part dusted	
Light switchers: cleaned		
Bins: emptied		
Windows: Cleaned inside	Windows: cleaned outside	
Door: Frame dusted, handles disinfected		
Skirting boards: cleaned		

Floor: Vacuumed and mopped		
Hallway / Staircases	**Hallway / Staircases**	
All accessible surfaces: Dusted	Dust and clean levels that requests a high ladder	
Pictures: Dusted		
Glassed surfaces and mirrors: cleaned and polished		
Light switchers: cleaned		
Heaters: cleaned outside	Heaters: back part dusted	
Bins: emptied		
Hand rails: polished		
Windows: cleaned inside	Windows: cleaned outside	
Doors: frames dusted, handles disinfected		
Skirting boards: cleaned		

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