

Sparkle Home Cleaners

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)

	A OR B	Cleaner Tick Done		A OR B	Cleaner Tick Done
ENTRANCE AREA			HALLWAY & LANDING		
Wipe Skirting Boards			Sweep/vacuum floors/carpets		
Wipe door clean			Mop Floor (hard floors)		
Sweep/vacuum floors/carpets			Clean mirrors & picture frames		
Mop floor (hard floors)			Polish handrails		
LIVING ROOM			Dust and wipe skirting boards		
Dust picture frames			Clean windows		
Clean Mirrors			KITCHEN		
Wipe Skirting Boards			Clean hob		
Dust/Clean fireplace (if applicable)			Clean cupboard doors		
Dust/Wipe all surfaces			Wipe down appliances (fridge, etc)		
Polish			Clean all surfaces		
Sweep/vacuum floors/carpets			Clean sink & buff taps		
Mop floor (hard floors)			Clean windows		
Clean window sills/ledges			Clean windows sills/ledges		
Clean under sofa			Sweep/vacuum floors/carpets		
Clean Windows			Mop floor (hard floors)		
DINING ROOM			Clean cupboard tops)		
Dust Picture Frames			BATHROOM		
Clean Mirrors			Clean bath		
Wipe skirting boards			Clean sink		
Dust wipe all surfaces			Clean mirrors		
Polish			Clean Shower inside/outside		
Sweep/vacuum floors/carpets			Clean all tiles surfaces		

Mop floor (hard floors)			Clean taps and buff up		
Clean window sills/ledges			Clean toilets inside and out		
Clean windows			Sweep/vacuum floors/carpets		
			Mop floor (hard floors)		
			Clean windows		

BEDROOMS (state which ones to be done if not all)	A OR B	Cleaner Tick Done
Clean mirrors		
Dust picture frames		
Wipe Skirting boards		
Dust/wipe all surfaces		
Polish		
Sweep/vacuum floors/carpets		
Mop floor (hard floors)		
Wipe window sills/ledges		
Clean windows		
EN-SUITES & CLOAKROOM		
Clean hand basin		
Clean Mirrors		
Clean Shower inside and out		
Clean all tiled surfaces		
Clean toilets inside and out		
Sweep/vacuum floors/carpets		
Mop floor (hard floors)		
Clean windows		

Sparkle Home Cleaners will supply our cleaners with the relevant cleaning materials.
Happy to use customers cleaning materials if preferred

