

## Kitchen

- Appliance exteriors cleaned
- Microwave exterior/interior cleaned
- Fridge outside, under and top cleaned
- Dishes and Pots washed and packed
- Dishes inside dishwasher packed
- Wipe door-frames, handles and plug sockets
- Tables and chairs cleaned
- Cupboards cleaned outside
- Stove top cleaned
- Floor vacuumed or mopped or washed
- Curtain rails, windows sills and blinds cleaned
- Rubbish bin emptied and cleaned

## Bedrooms

- Beds made (linens changed upon request)
- Lamps and plug sockets cleaned
- Mirrors cleaned
- Door, frames and handles cleaned
- Picture frames dusted
- Furniture dusted - top, front and underneath
- Curtain rails, windows sills and blinds cleaned
- Floors vacuumed or mopped or washed
- Rubbish bin emptied
- Dirty spots on walls cleaned

## Additional Tasks

- Stove Oven (inside) (once a month)
- Windows (inside) (once a month)
- Fridge (inside) (once a month)
- Walls (inside) (once a month)
- Cupboards (inside) (once a month)
- Garage (once a month)
- Curtains and Railings (once every 6 months)

## Bathrooms

- Shower floor scrubbed and disinfected
- Toilets and bath tub cleaned and disinfected
- Windows sills and blinds cleaned
- Basins cleaned and disinfected
- Cabinets packed and cleaned
- Mirrors cleaned
- Door, frames and handles cleaned
- Towels neatly hung and folded
- Toilet paper replaced
- Floors vacuumed or mopped or washed
- Bathroom mats dusted
- Trash emptied

## Living Areas, Hallways and Stairs

- Upholstered furniture vacuumed
- Cushions and pillows fluffed and straightened
- Door, frames and handles cleaned
- Lamps and plug sockets cleaned
- Picture frames dusted
- Furniture dusted - top, front and underneath
- Floors/Stairs vacuumed or mopped or washed
- Staircase handrails wiped
- Curtain rails and windows sills cleaned
- Checked that everything is neatly packed

## Laundry

- Separate colours before doing laundry
- Remove laundry from washing line
- Read labels before ironing
- Pack ironed clothes