



- Work To Be Completed
- Work completed by cleaner

Start Time:
Finish Time:
Total Hours:

Agreed Work Signature: _____ Date: _____

Cleaner Signature: _____ Date: _____

Cleaning Division

Entrance Area

- Polish Surfaces
- Sweep/Hoover Floor
- Wash floor
- Clean skirting
- Clean pictures/Mirrors
- Clean lampshades
- Clean Door handles
- Clean Windows (interior)
- Other/Comments

Living Room

- Polish Surfaces
- Sweep/Hoover Floor
- Wash Floor
- Clean skirting
- Clean pictures/Mirrors
- Clean Lampshades
- Clean Windows (interior)
- Clean cabinets
- Wipe over/Dust sofas
- Clean Door handles
- Clean Radiators
- Other/Comments

Dining Room

- Polish Surfaces
- Sweep/Hoover Floor
- Wash Floor
- Clean skirting
- Clean pictures/Mirrors
- Clean Lampshades
- Clean Windows (interior)
- Clean cabinets
- Wipe over/Dust sofas
- Clean Door handles
- Clean Radiators
- Clean Table&Chairs
- Other/Comments

Kitchen

- Clean All Surfaces
- Sweep Floors
- Clean Floors
- Clean Tiles
- Clean Sink
- Clean Cooker
- Clean Microwave (In+Out)
- Clean cupboard Fronts
- Clean Door handles
- Clean Fridge Doors
- Wipe Over White Goods
- Clean Windows (Interior)
- Clean Radiator
- Other/Comments

Bathroom

- Clean Bath
- Clean Toilet
- Clean Sink
- Clean Shower
- Clean Tiles
- Clean Taps
- Clean Mirror/Pictures
- Clean floors
- Other/Comments

Bedrooms

- Clean Mirrors/Pictures
- Clean Skirting
- Clean Surfaces
- Door Handles
- Hoover Carpets/Wash
- Clean Windows (Interior)
- Change Bedding
- Clean Lampshades
- Clean Radiators
- Clean Door Handles
- Clean Furniture
- Other/Comments

Stairs/Common Areas

- Hoover/Sweep Floors
- Wash Floors
- Wipe/Clean Surfaces
- Clean Radiator
- Clean Lampshades
- Clean Skirting
- Clean Pictures/Mirrors
- Clean Banisters&Handrails
- Clean Windows (interior)
- Clean Door Handles
- Other/Comments

All Areas

- Clean Light switches
- Clean Doors
- Other/comments
- Other Rooms

Cleaner Comments

