

<b>Hallway and staircase</b>	
<b>Item</b>	<b>Completed</b>
Front door washed down and door furniture polished	Yes / No
All skirting boards dusted and cleaned	Yes / No
All picture rails dusted and cleaned	Yes / No
All door frames dusted and cleaned	Yes / No
All doors washed down and door furniture polished	Yes / No
All light switches cleaned and polished	Yes / No
All electrical sockets cleaned and polished	Yes / No
Ceiling/coving dusted and cobwebs removed	Yes / No
Light fitment dusted cleaned and light bulb changed	Yes / No
Flooring vacuumed/swept and mopped	Yes / No
Mirrors frames dusted and polished	Yes / No
Glass polished	Yes / No
Window frames dusted and cleaned	Yes / No
Windows cleaned inside (and out if possible)	Yes / No

<b>Reception</b>	
<b>Item</b>	<b>Completed</b>
All skirting boards dusted and cleaned	Yes / No
All picture rails dusted and cleaned	Yes / No
All door frames dusted and cleaned	Yes / No
All doors washed down and door furniture polished	Yes / No
All light switches cleaned and polished	Yes / No
All electrical sockets cleaned and polished	Yes / No
Ceiling/coving dusted and cobwebs removed	Yes / No

Reception	
Item	Completed
Light fitment dusted cleaned and light bulb changed if required	Yes / No
Flooring vacuumed/swept and mopped	Yes / No
Mirrors frames dusted and polished	Yes / No
Glass polished	Yes / No
Window frames dusted and cleaned	Yes / No
Windows cleaned inside (and out if possible)	Yes / No
TV dusted and polished	Yes / No
Sofa cushions removed and vacuumed	Yes / No
Pull out sofa and vacuum and/or sweep and mop floor	Yes / No
All rugs removed and cleaned under	Yes / No
Freestanding furniture dusted and polished	Yes / No

Bedroom	
Item	Completed
All skirting boards dusted and cleaned	Yes / No
All picture rails dusted and cleaned	Yes / No
All door frames dusted and cleaned	Yes / No
All doors washed down and door furniture polished	Yes / No
All light switches cleaned and polished	Yes / No
All electrical sockets cleaned and polished	Yes / No
Ceiling/coving dusted and cobwebs removed	Yes / No
Light fitment dusted cleaned and light bulb changed if required	Yes / No
Flooring vacuumed/swept and mopped	Yes / No
Mirrors frames dusted and polished	Yes / No
Glass polished	Yes / No

Bedroom	
Item	Completed
Window frames dusted and cleaned	Yes / No
Windows cleaned inside	Yes / No
Pull out bed and clean vacuum and/or mop underneath	Yes / No
Turn mattress	Yes / No
Freestanding furniture dusted and polished	Yes / No

Kitchen	
Item	Completed
All skirting boards dusted and cleaned	Yes / No
All picture rails dusted and cleaned	Yes / No
All door frames dusted and cleaned	Yes / No
All doors washed down and door furniture polished	Yes / No
All light switches cleaned and polished	Yes / No
All electrical sockets cleaned and polished	Yes / No
Ceiling/coving dusted and cobwebs removed	Yes / No
Light fitment dusted cleaned	Yes / No
Flooring vacuumed/swept and mopped	Yes / No
All items removed from cupboard – cupboard cleaned –	Yes / No
All items removed from cupboard – cupboard cleaned –	Yes / No
Cupboard doors cleaned and door handles cleaned	Yes / No
Wall tiles de greased and clean	Yes / No
Work tops washed and buffed up where applicable	Yes / No
Stainless steel appliances smear free	Yes / No
Remove lime scale from sink and taps and polish	Yes / No

Kitchen	
Item	Completed
Clean under the u-bend to sink	Yes / No
All hinges to cupboards to be cleaned	Yes / No
<b>Oven:</b>	
Oven de greased	Yes / No
Glass door removed and cleaned (if possible)	Yes / No
All cooker fitments removed clean and replaced	Yes / No
<b>Washing machine:</b>	
Clean inside soap drawer	Yes / No
Clean inside rubber seal	Yes / No
Empty and clean filter	Yes / No
Clean glass door	Yes / No
Remove and wash/clean soap dispenser	Yes / No
<b>Fridge/freezer:</b>	
Remove shelves and food compartments and wash	Yes / No
Clean internal walls and base of fridge/freezer	Yes / No
Clean rubber seal to fridge/freezer door	Yes / No
Replace shelves and food compartments	Yes / No
Clean exterior door and handle to fridge/freezer	Yes / No
<b>Dishwasher</b>	
All internal fitments removed and cleaned	Yes / No
Clean filter	Yes / No
Clean soap dispenser	Yes / No
Wash and polish (if applicable) exterior door to dishwasher	Yes / No
<b>Microwave:</b>	
Remove glass tray and clean	Yes / No
Clean internal walls top and base to microwave and replace glass tray	Yes / No
Clean internal glass door	Yes / No

Kitchen	
Item	Completed
Clean external unit of microwave	Yes / No
<b>Toaster:</b>	
Shake toaster and clean inside to remove crumbs	Yes / No
Clean external body of toaster and polish where applicable (if stainless steel)	Yes / No
Clean and remove grease from flex and plug	Yes / No
<b>Kettle:</b>	
Remove filter and clean	Yes / No
De scale kettle	Yes / No
Clean and polish external body to kettle	Yes / No
Clean and remove grease from flex and plug	Yes / No
Empty bin and provide new bin liner and clean interior and exterior	Yes / No

Bathrooms ( including en suites )	
Item	Completed
Remove lime scale from taps and shower head	Yes / No
Remove lime scale from sink and clean	Yes / No
Remove lime scale from bath and clean	Yes / No
Remove plug holes and remove excess build up etc.,	Yes / No
Remove lime scale from toilet and clean	Yes / No
Clean behind toilet u-bend	Yes / No
Clean down toilet cistern	Yes / No
All skirting boards dusted and cleaned	Yes / No
All picture rails dusted and cleaned	Yes / No
All door frames dusted and cleaned	Yes / No
All doors washed down and door furniture polished	Yes / No

**Bathrooms ( including en suites )**

<b>Item</b>	<b>Completed</b>
All light switches cleaned and polished	Yes / No
All electrical sockets cleaned and polished	Yes / No
Ceiling/coving dusted and cobwebs removed	Yes / No
Light fitment dusted cleaned and light bulb changed	Yes / No
Flooring vacuumed/swept and mopped	Yes / No
Dust and clean extractor fan	Yes / No
Clean and polish all bathroom fixtures and fittings	Yes / No