Task sheet

Iva Cleaning Services

ENTRANCE AREA

- Clean skirting ☐
- Polish brass ☐
- Wipe door ☐
- Vacuum carpet ☐
- Wash floor ☐
- …… ☐
- …… ☐

LIVING ROOM

- Clean picture ☐
- Clean mirrors ☐
- Clean skirting ☐
- Clean fireplace ☐
- Clean tables ☐
- Dust chairs ☐
- Dust surfaces ☐
- Dust lampshades ☐
- Polish brass/silver ☐
- Vacuum carpet ☐
- Wash windows ☐
- Wipe window ledges ☐
- Wash radiators ☐
- Wash walls ☐
- Wash floor ☐
- …… ☐
- …… ☐

DINNING ROOM

- Clean picture ☐
- Clean mirrors ☐
- Clean skirting ☐
- Clean fireplace ☐
- Clean tables ☐
- Dust chairs ☐
- Dust surfaces ☐
- Dust lampshades ☐
- Polish brass/silver ☐
- Vacuum carpet ☐
- Wash windows ☐
- Wipe window ledges ☐
- Wash radiators ☐
- Wash walls ☐
- Wash floor ☐
- …… ☐
- …… ☐

KITCHEN

- Clean hob ☐
- Clean inside cupboards ☐
- Clean inside microwave ☐
- Clean outside fridge ☐
- Clean inside fridge ☐
- Clean oven ☐
- Clean radiators ☐
- Wipe outside of oven ☐
- Clean sink ☐
- Wash up ☐
- Wash windows ☐
- Wipe window ledges ☐
- Wash floor ☐
- …… ☐
- …… ☐

BATHROOM

- Clean bath/sink ☐
- Clean mirrors ☐
- Clean shower cabinet ☐
- Clean sink ☐
- Clean tiles/surfaces ☐
- Clean taps ☐
- Clean toilets ☐
- Wash floor ☐
- …… ☐
- …… ☐

BEDROOMS

- Clean mirrors ☐
- Clean pictures ☐
- Clean skirting board ☐
- Clean radiators ☐
- Dust surfaces ☐
- Change sheets ☐
- Make beds ☐
- Polish brass/silver ☐
- Vacuum carpets ☐
- Wipe widow ledges ☐
- Wash walls ☐
- Wash windows ☐
- Wash floors ☐
- …… ☐
- …… ☐
- …… ☐

STAIRS/COMMON PARTS

- Vacuum ☐
- Polish handrails ☐
- Clean skirting ☐
- Wash floors ☐
- Wash walls ☐
- …… ☐
- …… ☐

IRONING

- Shirts ☐
- Dresses ☐
- Trousers ☐
- Jeans ☐
- Underwear ☐
- Suits ☐
- …… ☐
- …… ☐
- …… ☐
- …… ☐

Note: we expect the cleaners to iron approx. 7 shirts per hour

OTHER ROOMS

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COMMENTS

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