

TASK SHEET

D-daily, W-weekly, F-fortnightly
M-monthly, Q-every quarter of a year

ENTRANCE AREA D W F M Q

Polish brass					
Wipe door clean					
Vacuum carpet/ floor					

LIVING ROOM D W F M Q

Clean pictures					
Clean mirrors					
Clean fireplace					
Clean tables					
Dust chairs					
Dust surfaces					
Polish brass					
Vacuum carpet					
Clean skirting boards					
Clean under sofa					
Clean behind sofa					

DINING ROOM D W F M Q

Clean pictures					
Clean drinks cabinet					
Clean mirrors					
Clean fireplace					
Clean tables					
Dust chairs					
Dust surfaces					
Dust lamps/candles					
Polish brass					
Vacuum carpet					
Clean skirting boards					
Wipe light switches					

KITCHEN D W F M Q

Clean hob					
Clean inside microwave					
Clean out fridge					
Clean outside kettle					
Clean oven					
Wipe outside of oven					
Clean outside cupboards					
Clean outside/inside bin					
Clean sink					
Wash up					
Clean skirting boards					
Clean fridge outside					
Clean front doors					
Wipe windows ledges					
Wipe light switches					

BATHROOM D W F M Q

Dust shelves					
Clean taps					
Clean towel rack					
Clean mirrors					
Clean sink					
Clean bath drain					
Clean surfaces					
Clean bathroom bidet					
Clean toilet brush holder					
Clean toilet/behind the toilet					
Clean shower cabinet					
Clean corners of bath/shower					
Clean shower had and cord					
Clean soap dish and toothbrush cup					
Clean shower control box in bath/shower					
Wash floor					
Wipe light switches					

BEDROOMS D W F M Q

Clean mirrors					
Clean pictures					
Clean book cases					
Clean bed frame					
Clean under the bed					
Change sheets					
Clean skirting boards					
Make beds					
Polish brass					
Dust surfaces					
Dust lamps/candles					
Vacuum carpets/wash floor					
Clean skirting boards					
Wipe light switches					

STAIRS D W F M Q

Vacuum carpet/wash floor					
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Special requirements D W F M Q

Polish handrails					
Wipe door frames					
High dusting/cobwebs					
Wash windows					
Dust blinds					
Tops of the cupboards					
Fridge compartments					
Waxing antiques					
Polish silver					
Clean under radiators					