

# Weekly Clean Checklist

## Customer Details

Name	
Address	
Date and Time	

## Cleaning Checklist

	Completed Y/N			Notes	
	1	2	3		
<b>Bathroom(s)</b>					
Bath and/or shower - disinfected and cleaned					
Surfaces – disinfected and cleaned					
Windowsills – wiped clean					
Toilet & sink – disinfected and cleaned					
Mirrors / vanity units - wiped clean					
Floor – vacuumed and washed					
<b>Bedroom(s)</b>	1	2	3	4	
Bed – made up					
Surfaces – wiped clean					
Windowsills – wiped clean					
Mirrored wardrobes – wiped clean					
Floor – vacuumed					
<b>Entrance hall, stairs, landing</b>					
Windowsills – wiped clean					
Surfaces – wiped clean					
Floor – vacuumed and washed if hard floor					
<b>Kitchen / Utility Room</b>	Kitchen	Utility			
Worktops – disinfected and cleaned					
Hob surface – wiped clean					
Windowsills – wiped clean					
Microwave – wiped cleaned (outside)					
White goods – wiped clean (outside)					
Sink area - disinfected and cleaned					
Floor – vacuumed and washed					
<b>Dining Room</b>					
Surfaces – dusted and polished					
Windowsills – wiped clean					
Table - wiped clean					
Floor – vacuumed and washed if hard floor					
<b>Public Rooms</b>	1	2	3		
TV & surrounding area – dusted					
Surfaces – dusted and polished					
Lamps / ornaments dusted					
Windowsills – wiped clean					
Floor – vacuumed and washed if hard floor					