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Checklist

Date: / / 2014

Please select which services are required today, by ticking the relevant boxes.

	Lounge	Kitchen/ Utility	Dining Room	Downstairs Toilet	Stairs/Hall/ Landing	Bedrooms	Bathroom	En-suite	Laundry Services	Completed
Clean flooring		•								
(Vacuum or mop)										
Dust window sills,										
furniture/ornaments										
Empty bins and										
replace liners										
Wash and dry pots										
Kitchen surfaces and										
sink										
Kitchen cupboards										
(interior)										
Kitchen cupboards (exterior)										
Clean fridge/freezer										
(interior) Clean fridge/freezer										
(interior)										
Toilet and sink										
Shower and bath										

	Lounge	Kitchen/ Utility	Dining Room	Downstairs Toilet	Stairs/Hall/	Bedrooms	Bathroom	En-suite	Laundry Services	Completed
		Othity	Koom	Tollet	Landing				Services	
Vacuum upholstered										
furniture										
Clean interior										
windows										
Skirting boards, doors										
and frames										
Light fixtures										
Change bed sheets										
Wash/dry clothing										
Ironing										

Other – please specify: