

# Flat Rate Cleaning Checklist

(Recurring Service)



The following are 'KEEP UP' tasks which mean due to the recurring clean happening will just need a top up clean each time:

- Cobweb removal
- Ceiling fans cleaning
- Baseboards

**Safety Check:** Prior to starting the clean please perform a quick safety check of the areas you will be working. Look for any objects that could cause you or your equipment harm and ensure you move these out of the way (replace after you have finished). Check for any liquid spills and if needed wipe these up before commencing work. Your safety is important and performing a quick safety check (2 minutes) can help ensure the environment you work in is safe.



## Bathroom Cleaning Checklist

### Bathroom Sinks And Mirrors

- ✓ Clean bathroom Mirrors with a mirror/window cleaner
- ✓ Clean bathroom sinks
- ✓ Clean and shine chrome spouts and handles
- ✓ Clean countertops (special products for marble and stone countertops)
- ✓ Empty and clean Rubbish bin and replace trashcan bag
- ✓ Thoroughly clean cracks where sinks meet the wall

### Bathroom Toilets

- ✓ Scrub inside of toilet with bowl cleaner and brush
- ✓ Wipe sides of the toilet and seat area
- ✓ Wipe around the base of the toilet where it meets the floor
- ✓ Wipe behind toilet area to include all crevices on the floor
- ✓ Sanitise toilet area with cleaner

### Bathroom Floor & Mats

- ✓ Sweep or vacuum bathroom mat
- ✓ Mop tiles
- ✓ Clean cracks where the floor tiles meet the wall and meet the bathtub or shower
- ✓ Move any plants or other things on the floor to clean

### Bathroom Tubs And Showers

- ✓ Scrub tubs and showers with cleaner and pay attention to creases where mould builds up
- ✓ Clean shower head
- ✓ If necessary use pre-soaking products and let set for a few minutes to take care of mould
- ✓ Clean Shower Door/Curtains
- ✓ Clean Creases where the shower or tub meets the bathroom floor
- ✓ Wipe tubs and showers dry after cleaning

### Bathroom Cabinets, Fixtures, And Walls

- ✓ Clean inside medicine cabinets
- ✓ Wipe down towel racks and toilet roll
- ✓ Wipe down wood cabinets on all sides
- ✓ Clean light switches and electrical outlets (careful)
- ✓ Wipe down semi-gloss walls and/or tiles with all purpose cleaner
- ✓ Clean any cobwebs
- ✓ Wipe off the door and doorknobs
- ✓ Clean any ceiling fans
- ✓ Replace items in their proper place

## Bedroom and Living Spaces Cleaning Checklist

### Furniture

- ✓ Dust and wipe down all the furniture
- ✓ Dust and wipe all shelving and drawers (in the wardrobe also)
- ✓ Remove pillows and/or other objects off the furniture for a thorough clean
- ✓ Dust and replace each item (accessory, lamp, décor piece etc.) where it belongs
- ✓ If clean sheets have been left out, make the bed. Otherwise just make the bed with current sheets.

### Ceiling, Corners And Walls

- ✓ Remove cobwebs from ceiling and corners
- ✓ Clean light fixtures and electrical outlets (careful)
- ✓ Dust and clean ceiling fan
- ✓ Wipe off the door and doorknobs
- ✓ Spot clean walls as required to remove marks and fingerprints
- ✓ Wipe window sills, tracks and frames (mirrors also)

### Floor

- ✓ Vacuum the bedroom floor, baseboards and mats
- ✓ Carefully move any items/furniture to vacuum underneath (bed, chair etc.)
- ✓ If possible vacuum the floor of the wardrobe

## Kitchen Cleaning Checklist

### Kitchen Sinks And Counters

- ✓ Clean Kitchen sinks thoroughly
- ✓ Clean and shine chrome spouts and handles
- ✓ Clean countertops (special products for marble and stone countertops)
- ✓ Empty and clean Rubbish bin and replace rubbish bag
- ✓ Thoroughly clean cracks where sinks meet the wall

### Kitchen Stove

- ✓ Remove burners and oven knobs if detachable and spray stove with degreaser
- ✓ Clean Stove tops and console area
- ✓ Clean the oven door and oven handles
- ✓ Wash any dirty pots or pans that are on the stove
- ✓ Thoroughly clean stove knobs
- ✓ Clean stove fan

### Microwave And Fridge And Other Large Appliances

- ✓ Remove cooking glass dish
- ✓ Spray with degreaser and clean thoroughly
- ✓ Remove items on top of the microwave and clean all sides of the microwave
- ✓ Wipe down toaster oven and other large appliances

### Kitchen Floors And Mats

- ✓ Sweep or vacuum mat
- ✓ Mop tiles
- ✓ Clean cracks where the floor tiles meet the wall
- ✓ Wipe down baseboards and clean corners

### Kitchen Cabinets, Fixtures, And Walls

- ✓ Clean inside kitchen cabinets
- ✓ Wipe shelves and large items inside the cabinets
- ✓ Wipe down towel racks
- ✓ Wipe down wood cabinets on all sides
- ✓ Clean light switches and electrical outlets (careful)
- ✓ Wipe down semi-gloss walls and/or tiles with all purpose cleaner
- ✓ Clean any cobwebs
- ✓ Clean blinds and window ledges
- ✓ Clean any ceiling fans
- ✓ Replace items in their proper place