

## Domestic Cleaning Checklist

Use this form to provide instructions to your cleaner on each visit. Simply tick the 'to be done' or 'do if time allows' box for each item that applies to your home, noting the target time each item may take and the time your cleaner has available on each visit. Your cleaner can then tick each item when done.

Task	Target time in minutes	To be done	Do if time allows	Cleaner tick when done
<b>Living room</b>	<b>(37)</b>			
Dust cobwebs	3			
Dust photo frame	3			
Dust blinds	10			
Wipe window sills	2			
Dust fireplace	2			
Dust furniture/tables	5			
Tidy throws/cushions	2			
Vacuum floors/rugs	5			
Mop hard floors	5			
<b>Living room</b>	<b>(36)</b>			
Dust cobwebs	3			
Dust photo frames	3			
Dust blinds	10			
Clean patio doors	1			
Wipe dining table & mats	2			
Wipe over chairs	3			
Vacuum floor/rugs	7			
Mop hard floors	5			
<b>Kitchen/diner</b>	<b>(53)</b>			
Dust cobwebs	3			
Put away clean pots	5			
Wash pots/put in dishwasher	10			
Clean sink, taps & draining board	2			
Wipe worktops (lift items if req'd)	5			
Wipe window sills	2			
Clean microwave inside & out	3			
Wipe front of cupboards	5			
Wipe kickboards	3			
Wipe island/table	3			
Wipe chairs/stools	3			
Vacuum floor/rugs	7			
Mop floor	5			
<b>Downstairs toilet</b>	<b>(9)</b>			
Dust cobwebs	1			
Dust photo frames	1			
Wipe sink & taps	1			
Wipe window sills/shelves	1			
Clean toilet base & back	1			
Clean seat & inside of toilet	1			
Vacuum/sweep floor	2			
Mop floor	1			
<b>Study/home office</b>	<b>(13)</b>			
Dust cobwebs	2			
Dust photo frames	2			
Dust shelves	3			
Wipe desk where possible	1			
<b>Task</b>	<b>Target time in minutes</b>	<b>To be done</b>	<b>Do if time allows</b>	<b>Cleaner tick when done</b>
Vacuum floor/rugs	3			
Mop hard floors	2			
<b>Bedrooms (each)</b>	<b>(19)</b>			
Dust cobwebs	2			
Dust photo frames	1			
Dust blinds	5			
Wipe window sills	1			
Wipe tables, dressing tables & drawers	2			
Tidy bedding, pillows, throws & cushions	2			
Vacuum floor/rugs	3			
Mop hard floors	3			
<b>Family/en-suite bathrooms (each)</b>	<b>(32)</b>			
Dust cobwebs	2			
Dust photo frames	1			
Clean & shine shower screen	3			
Clean shower head and shower fittings	2			
Clean tiles & grout	4			
Clean & clear plug	2			
Clean & dry shower tray	2			
Clean bath & shine taps	2			
Wipe window sills	4			
Wipe shelves & storage units	1			
Clean & shine towel warmer	1			
Tidy towels	1			
Clean sink(s) and shine taps	1			
Clean toilet base & back	1			
Clean seat & inside of toilet	1			
Vacuum/sweep floor	2			
Mop floor & replace floor mats	2			
<b>Hallway, stairs &amp; landing</b>	<b>(31)</b>			
Dust cobwebs	3			
Dust photo frames	3			
Wipe sideboards/consoles	3			
Tidy shoes & bags	3			
Wipe bannister & woodwork	5			
Wipe inside front door	2			
Vacuum floor	2			
Mop hard floor	10			
<b>Conservatory</b>	<b>(22)</b>			
Dust cobwebs	3			
Dust photo frames	2			
Wipe window sills	2			
Wipe tables & sideboards	1			
Tidy cushions & throws	1			
Clean patio doors frame & glass	3			
Vacuum floor	5			
Mop hard floor	5			