



A Good Cleaner's List of Tasks

Before your cleaner starts:

- Name the cleaning products with each room written on the bottles with permanent marker
- Put all products, rags & other equipment into a bucket to be easily moved to each room
- Put out clean linen (sheet sets, pillow cases, towels & table cloths)
- Provide soap and toilet rolls for refill
- Printer paper for refill
- Provide tubs or boxes for loose items to be piled into by cleaner & sorted out by family later
- Provide designated bags for laundry
- Wash Dogs & Cats same day as cleaner comes. Clean house, clean animals, smells good!
- Provide pet food for refill
- **MAKE A STATEMENT!**

For example, **Our Family's Cleaning Standard Statement:**

“This is a chemical free home. Please use only the biodegradable cleaning products provided. We love our children and DON'T want poisons added to their palette nor their future.”

OR

“Please use only the cleaning products provided for the room specified.”

“All kitchen surfaces to be able to be eaten from.”

OR

“Your own inserted here.”

Jobs to do on the way home:

- Ironing, washing and drycleaning to elaudry
- Gas bottle refilled
- Mower fuel refilled
- Collect Fire wood
- Pets dropped to Groomer
- Knives to sharpener
- Shoes to repair man
- Clothes repairs like hems taken up to elaudry

Other special instructions to keep in mind:

- Laminate the cleaner's checklist & write on your weekly Special Requests with white board marker
- Hang personalised laminated list on wall next to mop handle/eye level in closet!
- Work the room: Clean from the door clockwise around the room so that when you're done you're back at the door.
- Manage your own clean: Close the door of each room after you've cleaned, then go back to check that each one is perfect and leave door open.
- Book other services like pool man, car washing, dog wash, mower man etc whilst the cleaner is there to let them in & pay them...only need to give out ONE KEY!!!

Add whatever your family's personal comfort levels require, just cut & paste as you wish!

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Cleaner's Checklist

Room	Area	Weekly Tasks	✓
Kitchen	Dishwasher	<ul style="list-style-type: none"> Filter emptied & scrubbed clean 	
	Microwave	<ul style="list-style-type: none"> Plate into dishwasher & hand wash Interior wiped out with disinfectant & rinsed 	
	Hotplates	<ul style="list-style-type: none"> Drip trays into dishwasher or washed clean Wipe hotplates & splashback 	
	Fridge	<ul style="list-style-type: none"> Interior wiped out with vanilla & rinsed 	
	Stainless Steel	<ul style="list-style-type: none"> Wipe all stainless with stainless cleaner & wipe clean 	
	Benches/Table Top	<ul style="list-style-type: none"> Wipe clean with spray and wipe or disinfectant 	
Lounge Room	Boxes	<ul style="list-style-type: none"> Collect everything from floors & put into tubs/boxes 	
Family Room	Fingerprints	<ul style="list-style-type: none"> Box everything, empty bins, wipe over electrical equipment 	
Formal Lounge	Silver	<ul style="list-style-type: none"> Wipe over all silver with cloth provided 	
Bathrooms	Tiles	<ul style="list-style-type: none"> Clean & use ONLY mould deterring product named for here PLEASE 	
	Bath tub	<ul style="list-style-type: none"> Clean & make sure all marks are removed 	
	Shower	<ul style="list-style-type: none"> Clean (inc screen) & all grout to be cleaned back to white 	
	Toilet	<ul style="list-style-type: none"> Wipe all surfaces inc. under lid & seat & behind base 	
	Soap & toilet roll	<ul style="list-style-type: none"> Refill soap dispenser & toilet roll holder 	
	Towels	<ul style="list-style-type: none"> Put towels & mats into washing basket & replace with fresh ones 	
Bedrooms	Beds	<ul style="list-style-type: none"> Strip & remake with sheets provided 	
	Pillows	<ul style="list-style-type: none"> Shake all pillows to remove dust. Change pillowcases. 	
	Floor & Under beds	<ul style="list-style-type: none"> Box all items left on floor Vacuum inc. UNDER beds, bedskirts, desks & all other furniture PLEASE 	
Offices/Studies	Paper rubbish	<ul style="list-style-type: none"> Empty bin into recycling 	
	Printer	<ul style="list-style-type: none"> Fill printer paper tray with paper provided 	
Laundry	Washing	<ul style="list-style-type: none"> Separate all laundry into delicates, colours, whites & dry-clean only & place in bags provided Put out washing for collection by elaudry adding Name & Instructions onto tags provided 	
	Cleaning rags	<ul style="list-style-type: none"> Cleaning rags into washing machine on HOT wash Heavy Soil on completion of cleaning 	
	Washing machine	<ul style="list-style-type: none"> Wipe over inc. under hinge & softener receptacle 	
	Dryer	<ul style="list-style-type: none"> Remove lint & vacuum filter 	
	Ironing & Dry-cleaning	<ul style="list-style-type: none"> Put out for collection by elaudry adding Name & Instructions onto tags provided 	
Outside	Front Path	<ul style="list-style-type: none"> Sweep and put leaves into Yellow rubbish bin 	
	Balconies/Patios	<ul style="list-style-type: none"> Sweep & mop with separate mop to indoors 	
	BBQ	<ul style="list-style-type: none"> Wipe over before oil & dust causes rot 	
	Furniture	<ul style="list-style-type: none"> Hose and wipe over outdoor furniture 	

General	Shutters/Blinds	<ul style="list-style-type: none"> Dust or oil with special cloths provided 	
	Pelmets	<ul style="list-style-type: none"> Dust or oil with special cloths provided 	
	VACUUM	<ul style="list-style-type: none"> Vacuum under everything inc. rugs PLEASE Vacuum all screen doors and windows 	
	Windows	<ul style="list-style-type: none"> Squeegee with methylated spirits 	
	Cobwebs	<ul style="list-style-type: none"> Remove all cobwebs with extendable web type duster 	
	Tables	<ul style="list-style-type: none"> Change tablecloths on all tables inc. outside table Wipe all table and chair legs inc. side boards and tables 	
	Dusting	<ul style="list-style-type: none"> Dust all interior doors, skirtings and mouldings Hair dryer help: a hair dryer can blast dust out of keyboards, from behind heavy cupboards/robes, the vents of a fridge or freezer. 	
	Door Mats	<ul style="list-style-type: none"> Use mop water, scrub with broom and hang over line 	
Pets	Food & water bowls	<ul style="list-style-type: none"> Wash pets' food & water bowls in laundry NOT kitchen sink Refill water & dry food for all pets 	
	Pet towels & clothes	<ul style="list-style-type: none"> Wash pet towels & clothes in separate eucalyptus wash 	
	Beds	<ul style="list-style-type: none"> Clean pet baskets, houses & cages. Vacuum & then wipe 	
Garage	Floor	<ul style="list-style-type: none"> Sweep floor whilst empty of cars 	

Final Checklist

✓

- Mop washed clean in hot water & hung outside to dry in sun with bucket
- Dishwasher ON
- Washing Machine ON
- Rubbish OUT
- Compost OUT

Special Requests (write here)

Replies from cleaner/List of things we need to buy for next week

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♥ *Toni-Maree*
First Laundry Lady



Monthly Cleaning List

Month	Task	✓
January	<ul style="list-style-type: none"> Organise the sewing basket for naming & repairing school uniforms Buy iron on hemming tape for the inevitable Collect up shoes and knives and off to repair man for a fresh start Annual dental and GP checkups Buy new toothbrushes Annual Pet checkups as well 	
February	<ul style="list-style-type: none"> Replace all batteries in alarms, smoke detectors, garage door openers, sprinkler systems, TV remotes, cordless computer keypads & mouse 	
March	<ul style="list-style-type: none"> Replace all light bulbs especially exterior sensor lights 	
April	<ul style="list-style-type: none"> Gutters cleaned Doonas & blankets out of storage & aired or washed be elaudry ready for Winter 	
May	<ul style="list-style-type: none"> Sharpen garden tools Prune roses back for Winter Wipe over entire interior balustrade 	
June	<ul style="list-style-type: none"> Chimney swept & order firewood 	
July	<ul style="list-style-type: none"> Clean all light fittings Clean all window sills inside & out! 	
August	<ul style="list-style-type: none"> Curtains dry-cleaned & rugs washed De-oil garage floor & driveway by professional Check outdoor playing gyms inc. swings for spiders, rust, splinters & deterioration 	
September	<ul style="list-style-type: none"> Fabric bedheads, sofas/cushions, lamp shades drycleaned by mobile drycleaner Re-oil or re stain deck floors for entertaining Pool filter serviced Scrub BBQ interior in time for summer Separate plant clumps like Agapanthus for more plants & flowers Doonas & blankets washed ready for storage 	
October	<ul style="list-style-type: none"> Defrost or reorganise freezer & fridge Reseal concrete pool edging to prevent discolouring or mould Clean filters in Air Conditioners, serviced as well Mower, Chainsaw, Hedger & Whipper Snipper serviced Have House exterior washed for Summer display 	
November	<ul style="list-style-type: none"> Lawn aerated & Weed & Feed, lawn seed in places Replace bulbs or whole strings of Fairy lights for Festivities All mechanics serviced for smooth home running i.e. garage door motor, front & pedestrian gate motor, sprinkler system, etc 	
December	<ul style="list-style-type: none"> Wash to remove all storage dust & pesticide the Christmas Tree! Book kennels & house-sitting for January holidays Renew security patrol contract in time for holidays Review all subcontractor's arrangements for coming year of services for you 	

♥ Toni-Maree
First Laundry Lady