

Maid4you client instruction form for cleaners

Client instructions – tick the following jobs you would like completing in the time allocated
 Week commencing / /

Worker Instruction – Please work through the following list & stop when you have completed hrs

Hallway / Landing	Client Tick	Worker Tick	Main living area 2	Client Tick	Worker Tick
Vacuum area			Vacuum area		
Mop floor			Wipe / dust door		
Wipe / dust door			Wash windows/Ledges		
Wash windows/Ledges			Polish & dust		
Polish & dust			Wipe skirting		
Wipe skirting board			Clean fire & surround		
Other			Dust pictures		
			Other		

Main living area 1	Client Tick	Worker Tick	Kitchen area	Client Tick	Worker Tick
Vacuum area			Sweep area		
Wipe/dust door			Vacuum area		
Wash windows/Ledges			Mop area		
Polish & dust			Wipe/dust door		
Wipe skirting			Wash windows/Ledges		
Clean fire & surround			Polish & dust		
Dust pictures			Wipe skirting		
Other			Clean inside cupboards		
			Clean out fridge		
			Other		

Bathroom	Client Tick	Worker Tick	Toilet	Client Tick	Worker Tick
Vacuum/Sweep/Mop			Vacuum/Sweep/Mop		
Wipe/dust			Wipe/Dust		
Clean tiles			Dust door		
Clean Bath			Wash window/Ledge		
Clean shower			Polish mirror		
Clean basin & WC			Other		
De-scale					
Wash window/Ledge					
Other					

Bedrooms	Client Tick	Worker Tick	Ironing	Client Tick	Worker Tick
Vacuum area			Number or items		
Wipe/dust door			Males cloths		
Wash windows/ledges			Female Cloths		
Polish & dust			Children's cloths		
Wipe skirting			Bed sheets		
Vacuum beds			Other		
Change bed			Special Instruction	Client	Worker
Hang curtains					
Other					