

	done	checked	09/08/19	done	checked		done/checked
Kitchen			windows			clean and buff sink and taps	
flowers			skirting			check all cutlery is in good order and well presented	
pint of milk			fridge			hoover and mop floor	
binbags			freezer				
j cloth			wipe down worktops				
dishwasher tablets			empty toaster and breadbin				
1 sponge			wipe out cupboards				
washing up liquid			extractor fan				
plenty of teatowels			clean oven grill and hob				
oven gloves			clean microwave				
			all drawers are wiped out no crumbs				
			check pots and pans are clean				
			/empty				
DINING ROOM			STAIRWAYS		DONE/CHECKED		
			clean banisters PROPERLY not just dusted but clea				
remove all sofa cushions and hoover			hoover the stairs and remove any marks from the walls with a damp clith				
wipe down table and chairs			skirting boards				
polish and dust furniture skirting and lamps			cobweb				
hoover and mop							
clean windows							
out out fresh candles							
UTILITY ROOM			LOUNGE				
clean worktops			dust and poilsh				
clean out fridge			clean windows no smears				
clean and buff sink and taps			dust and remove any ash from the fireplace				
clean windows			make sure there are enough logs in the log baskets				
check washing machine drawer is clean inside			take off all cusions from sofa and hoover then replace				
empty fluff from dryer			clean glass table.				
hoover and mop floor			hoover				
			water plants				
TOILET			bedroom1			bedroom2	
clean inside and outside of the toilet			change beds			change beds	
clean around the skirting boards			towels			towels	
polish the toilet roll holder			polish			polish	
clean and buff sink and taps			clean windows			clean windows	
hoover and mop floor			hoover			hoover	
toilet roll must be pointed							
bedroom3			bedroom4				
change beds			change beds				
towels			towels				
polish			polish				
clean windows			clean windows				
hoover			hoover				
BATHROOMS			BATHROOMS			BATHROOMS	
clean and buff bath sink and shower			clean and buff bath sink and shower			clean and buff bath sink and shower	
clean all glass			clean all glass			clean all glass	
clean windows			clean windows			clean windows	
leave two flannels 2 glasses			leave two flannels 2 glasses			leave two flannels 2 glasses	
hand soap			hand soap			hand soap	
BLeach the tiles in the shower and buff			BLeach the tiles in the shower and buff			BLeach the tiles in the shower and buff	
point the toilet roll			point the toilet roll			point the toilet roll	
leave tissues and cotton wool balls			leave tissues and cotton wool balls			leave tissues and cotton wool balls	
leave a hand towel			leave a hand towel			leave a hand towel	
leave a bath matt			leave a bath matt			leave a bath matt	
shower screen spray			clean and buff toilet			1 jay cloth 1 shower spray 1 cream cleaner	
1 jay cloth 1 cif cream			1 jay cloth 1 cif cream shower spray			clean and buff toilet	
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pint of milk			fridge			hoover and mop floor	
binbags			freezer				
j cloth			wipe down worktops				

dishwasher tablets			empty toaster and breadbin					
2 sponge			wipe out cupboards					