

## TASK SHEET

### ENTRANCE AREA

- Clean skirting
- Polish brass
- Wipe door clean
- Vacuum carpet
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### LIVING ROOM

- Clean pictures
- Clean mirrors
- Clean skirting
- Clean fireplace
- Clean tables
- Dust chairs
- Dust surfaces
- Polish brass/silver
- Vacuum carpet
- Wash windows
- Wipe window ledges
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### DINING ROOM

- Clean pictures
- Clean drinks cabinet
- Clean mirrors
- Clean skirting
- Clean fireplace
- Clean tables
- Dust chairs
- Dust surfaces
- Polish brass/silver
- Vacuum carpet
- Wash windows
- Wipe window ledges
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### KITCHEN

- Clean hob
- Clean inside cupboards
- Clean inside microwave
- Clean out fridge
- Clean oven
- Wipe outside of oven
- Clean sink
- Wash up
- Wash windows
- Wipe window ledges
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### BATHROOM

- Clean bath/sink
- Clean mirrors
- Clean shower cabinet
- Clean tiles/surfaces
- Clean taps
- Toilets
- Wash floor
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### BEDROOMS

- Clean mirrors
- Clean pictures
- Clean skirting boards
- Dust surfaces
- Change sheets
- Make beds
- Polish brass/silver
- Vacuum carpets
- Wipe window ledges
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### STAIRS/COMMON PARTS

- Vacuum
- Polish handrails
- Clean skirting
- Wash floors
- Wash walls
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### IRONING

- Shirts
- Dresses
- Knitwear
- Trousers
- Jeans
- Underwear
- Suite
- Misc please specify
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note: we expect our cleaners to iron approx 8 shirts per hour.

### OTHER ROOMS

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### COMMENTS

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