



Unit 1 Heron Way

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www.spotlesscleaningcornwall.co.uk

Checklist for Housekeepers

SITTING ROOM / DINING ROOM

- Remove all sofa cushions and clean underneath
- Dust the whole room including skirting boards, ornaments & mirrors
- Empty waste bins and insert a fresh bin liner
- Shake rugs out and Hoover throughout
- Spot & clean any stains on carpets/rugs
- Check and wipe out drawers & cupboards
- Check all bulbs are working and replace as necessary

KITCHEN

- Clean the fridge and check freezers, defrost freezer when needed
- Clean the hob, oven, grill & extractor hood
- Check cupboards and drawers for dirt and breakages
- Ensure crockery/cutlery/pans have been stored away clean by previous guest
- Check toaster and remove crumbs (fire hazard)
- Dust all shelves and ornaments
- Check and clean the dishwasher including the outside
- Clean the microwave inside and out
- Check and replace bulbs as necessary
- Empty bin, clean it inside and out including the lid and replace bin liner
- Clean around the sink and inside the drainers & bowls, polish kitchen taps
- Check the washing machine and clean inside it
- Clean the floors
- Ensure you leave the welcome pack
- Check the smoke alarm battery
- Ensure fluff is removed from the dryer (fire hazard)
- Leave the black bin liners under the sink

BEDROOMS

- Check under all beds and make up with fresh linen
- Leave sofa bed linen if applicable
- Inspect mattress protectors and change if needed
- Clean inside wardrobes & drawers
- Dust the whole room including skirting boards
- Check & replace bulbs as necessary
- Empty bins and replace bin liners
- Hoover the whole room
- Clean inside the windows
- Check smoke alarm batteries

BATHROOM / SHOWER ROOMS

- Clean baths, sinks & showers removing any matter from plug holes
- Ensure mould & mildew is removed weekly
- Clean toilets taking extra care under the seats, around the hinges, the exterior & the floor behind
- Clean the toilet brush and the container inside and out
- Wash the tiles around the sinks
- Clean shower screens/curtains
- Empty & clean the bin and replace the bin liner
- Clean the floors
- Hoover dust & fluff from extractors
- Leave a new toilet rolls in each bathroom
- Wipe towel rails
- Clean and polish mirrors

OUTSIDE AREAS

- Remove any rubbish or report to your Supervisor
- Clean balconies/patio areas including tables & chairs
- Report overgrown gardens & slippery decking to your Supervisor

NOTES

- Ensure heating is on in winter months, under floor heating needs to be on 48 hours before the guest's arrival
- Ensure electric has been switched on
- Always leave sofa bed linen where applicable
- Check all smoke alarms and CO monitors weekly
- Ensure firefighting equipment is intact - fire blankets & extinguishers
- Ensure spare batteries & bulbs are left in the property
- Empty the hoover weekly if bagless or replace bag when nearly full
- Report all damages/breakages to your Supervisor immediately with pictures
- Ensure that Spotless Company card is in each property with our contact details