

MaidsUK Client Instruction List



Client Instructions - tick the following jobs you would like done in the time allocated.

Date / / Client to provide equipment / materials
 Client Name Photocopy & Keep for your records
 Cleaner Name Number of agreed Cleaning Hours per week.....

Worker Instruction - Please work through the following list & stop when you have completed your hours

Main Living Area 1	Client Tick	Worker Tick
Vacuum Area		
Wipe/Dust Door		
Wash Windows		
Wipe window ledges		
Polish.....		
Wipe Skirting		
Other		
Clean Fire Place		
Dust Pictures		
Wash Windows		
Clean Fireplace		

Kitchen	Client Tick	Worker Tick
Sweep Area		
Vacuum Area		
Mop Area		
Wipe/Dust Door		
Wash Windows		
Wipe window ledges		
Polish.....		
Wipe Skirting		
Other		
Clean inside cupboards		
Wipe Cupboards		
Clean Taps		

Ironing	Client Tick	Worker Tick

Bedrooms	Client Tick	Worker Tick
Vacuum Area		
Wipe/Dust Door		
Wash Windows		
Wipe window ledges		
Polish.....		
Wipe Skirting		
Other		
Clean Fire Place		
Dust Pictures		
Wash Windows		
Dust Room		
Vacuum Beds		

Special Instructions/other	Client Tick	Worker Tick

Toilet(s)	Client Tick	Worker Tick
Vacuum Area		
Wipe/Dust Door		
Toilet Cleanse		
Dust Door		
Polish Mirror		

Bathroom(s)	Client Tick	Worker Tick
Vacuum Area		
Toilet Cleanse		
Wipe/Dust Door		
Dust Door		
Polish Mirror		
Wipe Tiling		
Clean Bath		

Client Notes _____

Hallway/Landing	Client Tick	Worker Tick
Vacuum Area		
Wipe/Dust Door		
Wash Windows		
Wipe window ledges		
Polish.....		
Wipe Skirting		
Other		

Main Living Area 2	Client Tick	Worker Tick
Vacuum Area		
Wipe/Dust Door		
Wash Windows		
Wipe window ledges		
Polish.....		
Wipe Skirting		
Other		
Clean Fire Place		
Dust Pictures		
Wash Windows		

Client Signed _____

Cleaner Signed _____