



## Weekly Housekeeping Report

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This is a weekly report sent out to let you know what cleaning we are performing at your premises on a weekly basis and an opportunity for you to provide us with feedback if you would like us to concentrate more on certain areas when doing the Housekeeping.

Within this report, we will also list any guest interactions we may have had (IE Are they happy with your condo or have xxx problem) purely for your information to follow up should you choose to do so.

If there are any items damaged or missing, we will also take photographs and include them in this report.

Should you not wish to receive this report weekly, please let us know.

### Housekeeping Report – Completed Works

#### KITCHEN

- De-cobweb and dust
- Run a duster around all edges of the ceiling and down all corners of the room, all the light fixtures, ceiling fans, under tables, lampshades, around pictures on walls, windowsills, and any other place that there may be spider webs and dust/Clean outside of refrigerator, including handles, ice/water dispenser, top, and vacuuming the bottom part that houses the filter
- Clean inside of refrigerator, including shelves and drawers
- Wipe down all small appliances toaster, blender, coffee maker, etc.
- Spot clean walls, door frames, paying special attention to the walls around the stove
- Dust the cabinet fronts and knobs, with special attention to the grime that collects on
- and around the cabinet handles and knobs
- Clean and polish all countertops and surfaces
- Clean the stove top and burners
- Clean and polish the outside oven door and handle
- (Monthly or -pre- new arrival of guests) Clean the inside of the oven

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- Clean the inside and outside of the microwave oven
- Spot check and clean smudges and fingerprints from all windows and glass
- (Monthly) Clean and polish all windows
- Empty the trash and wipe down the trash container. Replace liner.
- (Monthly) Rinse, wipe out, and disinfect the inside of the trash container
- Dust all trim and woodwork with duster or with rag and spray polish (a quick cleaning with a duster or rag is typical. Thorough cleaning with soapy water or cleaner will be performed monthly)
- Wash/put away in dishes in sink. Load/unload dishwasher
- Clean and polish front of dishwasher (If applicable)
- Clean Light Switches

### BATHROOM

- Clean toilet stool including all interior and exterior surfaces, base, and floor/wall area.
- Polish all mirrors
- Clean and polish sinks and sink fixtures
- De-cobweb and dust: Run a duster around all edges of the ceiling and down all corners of the room, all the light fixtures, ceiling fans, lampshades, under counters and cabinets, around pictures on walls,
- windowsills, and any other place that there may be spider webs and dust
- Clean tub/shower, including all walls and shelves
- Polish tub/shower fixtures
- Dust all cabinets and cabinet tops
- Dust/clean and organize all jar tops, bottles, sprays, etc. on top of counters
- Clean and mop/vacuum the floor
- Run duster over woodwork and trim
- Spot clean doors and cabinet doors with special attention around
- the doorknobs
- Clean light switches
- Empty wastebasket and replace liner
- Spot clean smudges from windows
- Dust blinds and/or spot vacuum curtains
- Tidy up the room and remove dirty laundry (If applicable)

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BEDROOMS

- De-cobweb and dust: Run a duster around all edges of the ceiling and down all corners of the room, all the light fixtures, ceiling fans, under counters and cabinets, around pictures on Walls, Windowsills and lampshades and any other place that there may be spider webs and dust
- Vacuum under the bed
- Polish all mirrors
- Dust all furniture
- Clean light switches
- Vacuum floor and rugs
- Dust baseboards of room
- Empty wastebasket and replace liner
- Spot clean smudges from any windows and glass
- Tidy the closet, hanging and organizing clothes, straightening shoes and accessories
- Tidy up the room, make beds, and change the bed linens (If required by client)
- Dust/clean and organize all jar tops, bottles, sprays, etc. on top of counters
- Spot vacuum or dust the curtains and blinds

LIVING ROOMS/DINING/STUDY/BALCONY/OTHER

- De-cobweb and dust: Run a duster around all edges of the ceiling and down all corners of the room, all the light fixtures, ceiling fans, under counters and cabinets, around pictures on walls, windowsills,
- Lampshades and any other place that there may be spider webs and dust
- Vacuum floor and rugs or mop floors and shake out rugs
- Vacuum underneath edges of furniture as well as vacuum will reach
- Move out chairs, couches, tables and vacuum underneath
- Dust TV and audio equipment
- TV screens may need special cleaning instructions
- Straighten magazines, books, other items on end tables and coffee tables
- Put old magazines and newspapers in recycle bin
- Polish mirrors and glass
- Spot clean all windows
- Vacuum couches and chairs
- remove all cushions from couches and chairs and vacuum underneath
- (optional) Spray air freshener
- Dust/polish telephone bases and handsets
- Spot dust dried floral arrangements and other decorating accessories
- Dust and polish all furniture
- Dust and spot clean all dining room chairs, with special attention to armrests and top backs of chairs
- Polish top of dining room table
- (optional) Change water in flower vases/ throw away withered floral arrangements
- (optional) Water plants
- Tidy room and put stray items away
- (optional) Remove clothing set aside for washing or dry cleaning
- Sweep and tidy Balcony (Where applicable)
- Empty and clean ash-trays (Where applicable)

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- Polish of leather lounges (Where applicable)
- Replace water container (Where applicable)

MONTHLY/QUARTERLY/YEARLY TASKS

- Remove aircon filters for clean (Monthly)
- Full service of aircon – Removal of filters – High Pressure Clean and flushing of blocked lines (added cost )
- Shampoo of upholstery (added cost)
- Floor waxing (added cost)
- Empty of Pantry and cleaning of all shelves (Monthly)
- Boiling water wash of all cutlery and plates etc
- High Pressure clean of balcony floors and walls (added cost)

CUSTOMER COMMENTS AND/OR INSTRUCTIONS

If there is anything from the above list that is missing that you would like us to do, please either send us a separate email or return this form with your specific instructions.

The above cleaning will take place for those on a regular monthly cleaning schedule regardless if you have guests or not.

We can either clean when your guests are not there or if you/they prefer, either way we will follow your instructions regarding this.

Please feel free to add any comments below.

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Regards

AZDZ HOUSEKEEPING TEAM