**Entrance Area**

* Wipe skirting boards
* Wipe door clean
* Sweep/Vacuum floors/carpets
* Mop floors (hard floors)

Other:

**Living Room**

* Dust picture frames
* Clean mirrors
* Wipe skirting boards
* Dust/clean fireplace (if applicable)
* Dust/wipe all surfaces
* Polish
* Sweep/vacuum floors/carpets
* Mop floors (hard floors)
* Clean window sills/ledges
* Clean under sofa cushions
* Clean windows

Other:

**Dining Room**

* Dust picture frames
* Clean mirrors
* Wipe skirting boards
* Dust/clean fireplace (if applicable)
* Dust chairs
* Dust/wipe all surfaces
* Polish
* Sweep/vacuum floors/carpets
* Mop floors (hard floors)
* Clean window sills/ledges
* Clean windows

Other:

**Hallway & Landing**

* Sweep/vacuum floors/carpets
* Mop floors (hard floors)
* Clean mirrors & picture frames
* Polish handle rails
* Dust and wipe skirting boards
* Clean windows

**Kitchen**

* Clean hob
* Clean cupboard doors
* Wipe down appliances (fridge etc)
* Clean all surfaces
* Clean sink and buff taps
* Clean windows, sills and ledges
* Sweep/vacuum floors/carpets
* Mop floors (hard floors)

Other:

**Bathroom**

* Clean bath
* Clean sink
* Clean mirrors
* Clean shower inside/outside
* Clean all tiled surfaces
* Clean taps and buff up
* Clean toilets inside and out
* Sweep/vacuum floors/carpets
* Mop floors (hard floors)
* Toilet to be bleached

**Bedrooms** (state which to be done if not all)

* Clean mirrors
* Dust picture frames
* Wipe skirting boards
* Dust/wipe all surfaces
* Polish
* Sweep/vacuum floors/carpets
* Mop floors (hard floors)
* Make bed
* Wipe window sills/ledges
* Clean windows

Other:

**En-suite & Cloakroom**

* Clean hand basin
* Clean al tiled surfaces
* Clean toilets inside and out
* Mop floor and clean windows