



Client Instruction Checklist for Deep Cleaning and Tip Top Cleaning Services

OUR CHECKLIST FOR CLEANING SERVICES	Deep Clean	Tip Top
ENTRANCE AREA		
Wipe skirting boards	✓	
Wipe door clean	✓	
Sweep/vacuum floors/carpets	✓	✓
Mop floor (hard floors)	✓	✓
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 floor (hard floors)	✓	✓
Clean window sills/ledges	✓	
Clean under sofa cushions	✓	
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 floor (hard floors)	✓	✓
Clean window sills/ledges	✓	
Other:		
HALLWAY & LANDING		
Sweep/vacuum floors/carpets	✓	✓
Mop floor (hard floors)	✓	✓
Clean mirrors	✓	✓
Polish handrails	✓	
Dust and wipe skirting boards	✓	
Other:		
Others Cleaning Services which is not included in the basic service, but we are able to do		
✓ External windows	✓ Oven, Hob, Extractor fan	✓ After builders
✓ Internal windows	✓ Balconies	✓ Laundry Services
✓ Shampoo carpet cleaning	✓ Blinds	✓ Inside fridge

OUR CHECKLIST FOR CLEANING SERVICES	Deep Clean	Tip Top
KITCHEN		
Inside cupboards	✓	
Clean cupboard doors	✓	✓
Clean cupboard tops	✓	
Wipe down appliances (fridge, etc)	✓	✓
Clean all surfaces	✓	✓
Clean sink & buff taps	✓	✓
Clean window sills/ledges	✓	
Sweep/vacuum floors/carpets	✓	✓
Mop floor (hard floors)	✓	✓
Other:		
BATHROOM		
Clean bath	✓	✓
Clean sink	✓	✓
Clean mirrors	✓	✓
Clean shower inside/outside	✓	✓
Clean all tiled surfaces	✓	
Clean taps & buff up	✓	✓
Clean toilets inside and out	✓	✓
Sweep/vacuum floors/carpets	✓	✓
Mop floor (hard floors)	✓	✓
Other:		
BEDROOMS		
Clean mirrors	✓	✓
Dust picture frames	✓	
Wipe skirting boards	✓	
Dust / wipe all surfaces	✓	✓
Polish	✓	
Sweep/vacuum floors/carpets	✓	✓
Mop floor (hard floors)	✓	✓
Wipe window sills/ledges	✓	✓
Other:		
EN-SUITES & CLOAKROOM		
Clean hand basin		
Clean mirrors	✓	✓
Clean shower inside and out	✓	✓
Clean all tiled surfaces	✓	
Clean toilets inside and out	✓	✓
Sweep/vacuum floors/carpets	✓	✓
Mop floor (hard floors)	✓	✓
Clean window sills/ledges	✓	