



Client Instruction Requirements (Domestic)

Tick the jobs you would like done. Staff should work through list and stop when completed.

Clients Name:		Staff Name:	
Date:		Agreed Contract Hours per Week:	
Hallway/Stairs/Landings ✓		Kitchen ✓	
Sweep or Vacuum Floor		Sweep or Vacuum Floor	
Mop Floor(s)		Mop Floor	
Dust & Wipe Skirtings		Dust & Wipe Skirtings	
Dust & Wipe Doors		Dust & Wipe Doors	
Dust & Wipe Cills		Dust & Wipe Cills	
Clean Window(s)		Clean Worktops	
Clean/Dust Mirrors & Pictures		Clean Cuboard Doors	
Dust Surfaces		Clean Inside Cuboards	
Polish Surfaces		Clean Sink & Taps	
Other:		Clean Appliances Exterior(s)	
		Clean Appliances Interior(s)	
		Other:	
Living Area(s) ✓		Bathroom and Toilets/ Onsuit ✓	
Sweep or Vacuum Floor		Sweep or Vacuum Floor	
Vacuum Chairs and Sofas			
Mop Floor(s)		Mop Floor	
Dust & Wipe Skirtings		Dust & Wipe Skirtings	
Dust & Wipe Doors		Dust & Wipe Doors	
Dust & Wipe Cills		Dust & Wipe Cills	
Clean Window(s)		Clean/Dust Mirrors & Pictures	
Clean/Dust Mirrors & Pictures		Dust Surfaces	
Dust Surfaces		Polish Surfaces	
Polish Surfaces		Clean Bath/Basin & Taps	
Other:		Clean Shower Cubicle	
		Clean toilet/Bidet	
		Wipe all Tiled Surfaces	
		Other:	
Dining Area ✓		Bedrooms ✓	
Sweep or Vacuum Floor		Sweep or Vacuum Floor	
Vacuum Chairs and Sofas		Vacuum Chairs and Sofas	
Mop Floor(s)		Mop Floor(s)	
Dust & Wipe Skirtings		Dust & Wipe Skirtings	
Dust & Wipe Doors		Dust & Wipe Doors	
Dust & Wipe Cills		Dust & Wipe Cills	
Clean Window(s)		Clean Window(s)	
Clean/Dust Mirrors & Pictures		Clean/Dust Mirrors & Pictures	
Dust Surfaces		Dust Surfaces	
Polish Surfaces		Polish Surfaces	
Other:		Other:	
Study / Office ✓		Ironing ✓	
Sweep or Vacuum Floor		Yes Please	
Vacuum Chairs and Sofas			
Mop Floor(s)			
Dust & Wipe Skirtings			
Dust & Wipe Doors			
Dust & Wipe Cills			
Clean Window(s)			
Clean/Dust Mirrors & Pictures			
Dust Surfaces			
Polish Surfaces			
Other:			
		Gardens / Outside ✓	

Other Work \ Special Instructions \- Carpets/Upholstery Clean etc.