

Housekeeper Sample Day in the Life TM

Time	Duties
9:00 am – 9:30 am	Morning Graces Check and handle pet needs, walk her particular Zones, assemble cleaning materials, etc. Make a note on supply list of any needed products.
9:30 am – 9:45 am	<i>Monday – Friday:</i> Meet with CHM to go over projects, schedules, questions, etc.
9:45 am – 12:00 pm	<i>Monday – Friday:</i> Daily Cleaning days assigned bedroom Zones. Laundry loads as needed.
12:00 am – 12:30 pm	<i>Monday – Friday:</i> Staff lunch break.
12:30 pm – 4:30 pm	<i>Monday - Friday:</i> Continue cleaning downstairs or other assigned Zone Cleaning. Continue laundry as needed.
4:30 pm – 5:00 pm	Evening Grace Put away cleaning supplies. Check on pets. Walk through of entire home to ensure that all cleaning supplies have not been left behind, inspection to ascertain that all housekeeping tasks have been completed and up to standard.