

General Room Cleaning Guidelines

In general all rooms to be cleaned left to right, top to bottom, inside to out.

Steps for most rooms:

Remove all things not belonging in the room.

Remove all items temporarily to be removed necessary for dusting, cleaning, vacuuming.

Remove garbage from containers and containers for cleaning.

Dust tops of items, ceilings, fans, lamp shades, light bulbs, mirrors, etc., with ostrich feather duster.

Dust and/or polishing furniture with furniture polish and polishing cloth, and/or ostrich feather duster.

Clean glass tops and mirrors with glass cleaner and cleaning cloth.

Wipe down moldings, doors, windows with all purpose cleaner and cleaning cloth.

Check drapes, hooks/blinds; make certain hanging/working properly.

Replenish items for room, straightening up, and plumping pillows.

Set all clocks to proper time.

Check phones.

Clean and /or vacuum the floor.

Spray air neutralizer for odors.

Check temperature.

Bathroom Cleaning Guidelines

Remove any items that do not belong.

Remove all robes, rugs, towels, washcloths, mats, to be washed.

Empty the garbage, keep containers out of room until room is cleaned.

Sweep/vacuum the floor with electric broom or vacuum cleaner.

Dust all high objects, ceiling, tops of mirrors, vanities, light bulbs, cabinets, etc. with an ostrich feather duster.

Wipe down all molding, doors, and windows with all purpose cleaner and cleaning cloth.

Clean mirrors with glass cleaner/paper towel- top to bottom.

Clean sink/vanities with all purpose cleaner and brush/sponge- top to bottom.

Clean tub with bathroom cleaner and brush/sponge- top to bottom.

Clean toilet with toilet bowl cleaner using toilet brush; squirt and clean under rim; clean lid, bowl, sides, front, back, base, floor; polish handle; check flushing.

Restock toiletries, including tissues, toilet paper, etc., fold toilet paper in "V".

Clean floor with mop using ammonia based cleaner and hot water; mop over after with clean, warm water.

Replace all robes, rugs, towels, washcloths, mats, with clean ones. Make certain all hung, folded, and placed properly .

Replace garbage containers.

Spray air neutralizer for odors.

Look over to make certain all is as it should be.

Bedroom Cleaning Guideline

Remove any items that do not belong.

Remove any items necessary for cleaning.

Remove and empty garbage containers.

Clean under the bed with electric broom, dust mop, or vacuum cleaner.

Make bed with fresh linens and clean mattress protector.

Dust all pictures, lamp shades and light bulbs (replace light bulbs), blinds, etc., with ostrich feather duster.

Dust and/or polish all furniture with ostrich feather duster/furniture polish and polishing cloth.

Clean mirrors and glass tops with paper towels and glass cleaner.

Wipe down all walls, doors, and light switches with all purpose cleaner and cleaning cloth.

Clean telephone, remote control, radio; make certain all work with disinfectant cleaner and paper towel.

Set alarm clock correctly; check phones.

Make certain drapes hang properly, check hooks, and any blinds work properly.

Replace all items removed for cleaning.

Vacuum and replace garbage containers.

Spray air neutralizer.

Check room temperature.

Look over to make certain all is as it should be.

Living Room Cleaning Guidelines

Remove any items that do not belong.

Remove any items temporarily necessary for cleaning.

Remove and empty garbage containers.

Straighten items up.

Dust all furniture, and pictures, lamp shades and light bulbs (replace light bulbs), blinds, etc., with ostrich feather duster.

Clean mirrors and glass tops with paper towels and glass cleaner.

Wipe down all walls, doors, and light switches with all purpose cleaner and cleaning cloth.

Clean telephone, remote control, radio with disinfectant cleaner and paper towel; make certain all work.

Set clock correctly; check phones.

Make certain drapes hang properly, check hooks.

Replace all items removed for cleaning.

Plump pillows.

Vacuum and replace garbage containers.

Spray air neutralizer.

Check room temperature.

Look over to make certain all is as it should be.