**Property Report – Simply Sophisticated**

**Cleaning Schedule:**

In order of priority – Start at 8am – Monthly Duties Below, to be done as per colour – each week.

**Cleaning Assistants:**

Name: Phone:

Areas:

Name: Phone

Areas:

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| **Regularity** | **Task** | **Allocated  Time** |
| **8:00am** | Get all rubbish from around house – outside, laundry, main and take out to bins first thing. | 10 mins |
|  | Clear out laundry as much as possible | 10 mins |
| Fortnightly - | Strip required beds of sheets | 20 mins |
|  | Stain-treat and pile in laundry | 5 |
|  | Clear out dirty towels from bathrooms (except 1 x dry shower) and pile | 15  *(1hr)* |
| Bi-Monthly - | Strip any cushion covers / blankets / etc also | 20 |
|  | Empty dishwasher (dry B4 put away) & clean out filter, refill with morning breakfast items, coffee tray, scan playroom and bedrooms for dishes. Vin/bicarb / HOT | 30 |
|  | Quick bench once-over for putting items on clean | 20  *(1hr10)* |
|  | Get K2R and spot check ALL carpet areas / chairs | 20 |
|  | Gather all loose clothing, items that need washing / returning to home | 20 |
|  | **Playroom** – Dust blinds, lights, photos, shelves, wipe & put away toys, TV, fingerprint windows, couch & under cushions, ottoman | 45 |
|  | **Entrance** – Organise, wipe over doors and handles, dust, vacuum, wipe over shoes, clear as much as possible | 15  *(2hrs)* |
|  | **Hallway** – Cupboards: glassware, sports, bags, towels, medication, aircon vent – disinfect, fingerprint glass door | 10 |
|  | **Master** – bed, cupboards, drawers, dust, blind slats, TV, inside mirrors, sort clothes, hats / shoes organise, full back up linen in drawers under stairs | 40 |
|  | **Bed 1** – Bed, drawers, hanger, dust shelves, books, blinds, toys, vacuum – full back up linen in room | 30 |
|  | **Bed 2** - Bed, books, cupboards, blinds, toys, vacuum, toilet paper check and restock from here. | 20  *(1hr40)* |
|  | **Spare room / mezzanine / office upstairs** – Dust, bed, iron products and water, wipe, desk organise / tidy / disinfect, ledges, vac, mop  **Stairs & Under stairs** area – dust, vacuum, drawers – linen | 45 |
|  | **Front bathroom** – Shower dry and spotless, drain, exit mould, ledge with products, restock, bath, mirror and cabinet, sink, drawers, racks, toys, towels, hand mop | 45  *(1hr30)* |
|  | Single **Toilet** – Lights, mirror, toilet clean, restock, bin, wipe step, fold paper, door / handle, hand mop | 20 |
|  | Back **Bathroom** / **Laundry** – Shower dry and spotless, drain, exit mould, ledge with products, restock, bath, mirror and cabinet, sink, drawers, TOILET clean, bin, ledges, window, machines, cupboards / products (check and organise), cupboard, vacuum, door / handle, trolly basket, clear laundry as much as possible | 40 |
|  | **Kitchen** – Tall shelf, toaster, bins, Fridge; inside/out, freezer, above, pantry, oven, top, microwave, shelves / windows / water plants, sink, drawers, cupboards, remove all clutter, tall seats, thorough wipe & put up on bench | 60 |
|  | **Dining** – wipe table, wipe chairs, ledges, windows, chairs on table, wipe over Elliptical | 30 |
|  | **TV area** – Dust, wipe photos, ledges, windows, couches, marble-top tables, drawers, organise throws, dog bed, under unit, W/out gear, fire, gueridon trolly | 30  *(3hr45)* |
|  | **Outside** – BBQ wipe over / change gravel, dog bowls, bin, quick sweep, organise ride-on toys, fingerprint main doors, check / organise furniture, tidy art items, trampoline, table / chairs | 45  *Total basic clean:* ***11hrs*** |
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| **Monthly** | | |
| **Week 1** | Wash mattress and pillow protectors | 30mins |
|  | Appliances: filters, descale, clean, sort in cupboards | 1.5hrs |
|  | Wash cushions, blankets, Playroom curtains & cubby | 45mins |
|  | Ironing: bedding, clothes | 30mins |
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| **Week 2** | Clothes: organise, clean storage, check for stains / damage, sort & donate | 5hrs |
|  | Medications: organise, dates, to buy  **First Aid Kits** x 5 to check – Car x 2, Farm, Caravan, Travel | 1.5hrs |
|  | Kitchen: oven, pantry (clean and dates), drawers, fridge | 2hrs |
|  | Tupperware; sort in sets, drawers, cutlery, pots & pans | 1hr |
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| **Week 3** | Towels, bedding and Linen: sort, cull, organise, check, inventory update, to-be-purchased | 2hrs |
|  | Hallway cupboards, clean, organise and sort | 2hrs |
|  | Ceilings / walls / skirting: dust, magic erase | 2.5hrs |
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| **Week 4** | Garage check, fridges, quick tidy | 45mins |
|  | BBQ, yard, trampoline and clothesline areas tidy | 2hrs |
|  | Bins, inside and outside, rinse out | 30mins |
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| Extras | Make up / Toiletries: sort & clean | 2hrs |
|  | Blinds, wash curtains, air vents, dust lights | 2hrs |
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| **2-3 Months** | Windows; thorough clean and flyscreens | 2.5hrs |
|  | Bathroom Drawers | 2hrs |
|  | All drawers and cupboards to be cleaned out  Bedrooms, Art cupboard, Hallway, TV units, Kitchen Shelf | 5hrs |
|  | Kitchen to be date checked | 2hrs |
|  | Medical cupboard sort – check and restock travel packs:  Cars x 2, camper van, boat, farm | 3hrs |
|  | Detail and restock cleaning supplies | 2.5hrs |
|  | Purchase bedding / Linen – redo inventories | 2hrs |
|  | Lights outside | 4hrs |
|  | Garage deep | 3hrs |
|  | Cobwebs | 30mins |
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**Laundry**

* Ensure items are properly stain treated and checked before placing in dryer. Do not dry until stain has been attempted and all avenues are exhausted.
* If the label says, ‘Dry Clean Only’ DO NOT WASH and organise to have it dry-cleaned
* When washing uniform t-shirts, spray all the arm pit and neckline with stain treatment first
* Do not mix colours. Keep darks / blacks / whites / lights together. Avoid the need to use a colour catcher, also never wash loads less than ½ full
* Know how much detergent to put in – over sudding can break machines
* Do not mix rags / tea towels / towels together
* Clean out bottom machine filter Every Month!

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| **Item** | **Temp** | **How to dry** | **Ironing** |
| **Woollen, cashmere, alternative material items** – Dry flat | **COLD** | Dry flat | Light steam iron |
| **Delicate clothing** –  Check **every** label. Hand wash or delicate cycle | **COLD or 30** | Hang to dry | Check label. Use a cotton cloth to protect from shine |
| **Ladies Underwear** – Hang | **30** | Hang to dry | No ironing |
| **Personal clothing** – Wash separate: whites, lights and darks. Wash on 30 / cold unless told otherwise. | Machine dry unless told otherwise  Hang to dry | Iron all personal clothes possible |
| **Other darks / whites usually Cotton**  **Always separate** – colour catchers | **40** | Light machine dry - Always check for stains before drying in machine | Steam iron |
| **Men’s underwear** | Dry | No ironing |
| **Napkins, serving & tablecloths** – Stain treated | Pressed dry in roller iron | Iron |
| **Bedding & Towels** | **60** | Dry | Iron bedding |
| **Tea towels & cleaning rags** | **90** | Dry |  |

**Cleaning Chemicals & Tips**

**Toilet and Bathtub** – To prevent discolouring in toilet bowl - make a simple routine part of your weekly cleaning: Sprinkle the toilet with cup of bicarb soda. Let it sit for 30 minutes, then spray or squirt with vinegar (a mild acid) to moisten. Scrub with a bowl brush and flush away. Really bad bowl stains – put ½ cup of caustic soda in it to sit for 12 hours

To clean out flush holes – put 1 cup of vinegar in the top water holder and allow to flush out over time.

**Drains** - Vinegar dissolves lime without harming metal. It works more slowly, however, and must be applied continuously. To keep vinegar from drying up or running off before it can do its work, mix it with bicarb soda to form a paste. Thoroughly coat the lime. Let it sit for a few hours, then rinse off

To keep a drain open, pour in 1/2 cup bicarb soda, followed by 1 cup vinegar. Let sit for 10 to 20 minutes and then flush the drain with very hot water.

**Rust** – dip ½ lemon into salt and run over rust stains

**Wood** – Varnished wood vinegar/water or soapy water, unvarnished use diluted wood floor cleaner and water to revive colour and shine.

**Glass** – Rainox monthly and avoid chemicals. Or soapy water and polish with a dry cloth (may strip Rainox faster).

**Mirrors** – Vinegar water and dry cloth so it’s streak free!! Always check from different angles

**Stainless** steel in bathrooms – Small amount of polish on a rag, clean, vinegar and water for shine and baby oil to seal

**Stainless** steel in galley and laundry – Vinegar and water, or 3M stainless polish with rag if required

**Marble** – Soapy warm water ONLY (or specific marble products)

**Gold** – Soapy warm water ONLY and polish with

**Showers** – Vinegar water or Soapy water or if need be BAM or an intense shower calcium and lime scale cleaner (use gloves & mask)

Shower heads to be soaked in vinegar for 4 hours every 3 months, use toothpicks to prick into holes if needed.

Exit Mould over seca in corners to sit – fortnightly or soak paper towel in bleach and allow to sit on mould area for 24 hours.

**Grout** – Chlorox to sit on grout for 15 mins, scrub with a toothbrush and sit for 5 mins more, then mop off as usual.

**Taps** – corners and faucets with toothbrush and Jif, toothpicks if required

**Polish Silverware** – Silver polish, wash with warm water, dry thoroughly and glad wrap or use gloves to replace.

**Microwave** – cook a bowl of 2 x cut lemons in water for 3 minutes

**Oven** – cook lemons for 15 minutes **Oven Glass** – Magic eraser and Jif and scrub

**Gas burners / oven** – scrub with a caustic soda and vinegar mis (heavy duty gloves and PPE) and soak overnight.

**Fatty dust** – clean thoroughly with vinegar first and coat with a mineral / lightly applied baby oil and paper towel.

**Fan blades** – cover with old pillow protector and press on both sides while pulling off

**Window blinds** – put microfirbres on each side of tongs (with lacky bands), and wipe

**Odour**s – dryer sheets, cup of bicarb soda and let it sit aerating. Also put a dryer sheet into the vacuum filter to pump out clean smelling air

**Remotes, switches and fiddly nooks** – compressed air

**Air vents** - wash with high pressure water, dry in sun and replace with dryer sheet behind

**Flowers** – feed weekly with Seasol & water mix or less than a teaspoon sugar with warm water to the top. Clean regularly; clean and trim stems, clean vase and remove any dead parts.

**Pillows** – hot wash with Vinegar and Bicarb (maybe a dash of bleach if really yellow) and dry with tennis ball in dryer

**Iron** – Salt on ironing board, on drop towel and iron salt hot.

**Bins** – Wash every 2 months with toilet cleaner and scrub brush

**Carpet / material stains** – spray K2R and let sit for 30 mins before vacuuming off.

**Driveway oil stains** – corn-starch + bicarb + scrub and rinse

\*Wash Dishwasher and Washing machine on HOT wash with rags only, Vinegar and Bicarb to descale

\*Clean vacuum every 2 months thoroughly

\*Always check areas after you have cleaned

\*Note engineering, structural damage or other issues and report any issues, concerns or changes to the homeowner

\*Always look after the Owners as Priority above all work, if you have to do something for them, take note of what you were doing and be sure to come with it.

\*Communication is the key, be helpful, mindful, aware and communicative at all times.

**Change implementation suggestions:**

**Spaces:**

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| To relax |  |  |  |
| Work @ home |  |  |  |
| Play |  |  |  |
| Exercise |  |  |  |
| Chillout |  |  |  |
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Morning routines:

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Habits to change:

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Space management to support change:

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**Monthly Check-in Feedback Date:**

**Client comments:**

**Consultant comments:**

**Current Cleaning / Property Management Review:**

1. Current happiness with cleaning expectations and are the current priorities / routines satisfactory and suitable?

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1. How are you finding the products?

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1. What can be changed, improved, minimised, altered, skipped, more regular?

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1. List 3 x new life improvements List what hasn’t changed: why

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1. How are the other household residents finding the changes?

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1. Do you have a household aim for 6 months’ time? Y / N (ie – to be plastic free, \_\_\_% eco-friendly? Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Any further comments, suggestions, feedback: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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1. What are important upcoming scheduled events, holidays, birthdays, plans, etc for the next 3-6 months?

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1. Are you happy to meet every 6 months to review upcoming alterations to cleaning plans / expectations / requirements, etc  Y / N