

Cleaning Manual/Checklist

BATHROOMS:

Dusting

High & Low Dust Cobwebs

Check for cobwebs in the ceiling corners and floor corners, as they tend to form easily. It's a sign of neglect if cobwebs are present in homes where cleaners come regularly.

Door Frames/Doors

Wipe the textured (凹凸) parts of the door, where dust tends to accumulate, with a dusting or wet cloth. Don't forget the backside of the door. In homes with children, the areas around the door knobs often get dirty with fingerprints, so be sure to wipe them with a damp cloth.

Doorknobs/Doorhandles

Wipe off fingerprints from door knobs/handles. If they are chrome, polish them for shine.

Light Switches

Inspect light switches from different angles and wipe off any fingerprints.

Ventilation Fan

Dust the ventilation fan using an extendable duster. If dust is stuck and hard to remove, use a brush to clean it while standing on a step or countertop if you can reach.

Windows/Window Tracks/Windowsills

Cleaning windows is a special request, so it's not necessary during regular cleaning. For window tracks, there are often dead insects, so be sure to remove them. Lightly wipe the windowsills. During a deep clean, use a brush to clean the window tracks and wipe the windows (interior only).

Baseboards

The baseboards in bathrooms can collect dust due to humidity. Spot-wipe them, including the hidden area behind open doors.

Blinds

While not common in bathrooms, if there are blinds, dust or spot-wipe them.

Light Fixtures

Generally, just dust them. For a deep clean, wipe with a damp cloth. Avoid wiping

them while the lights are on to prevent accidents, especially if visibility is low. Don't touch bulbs.

Mirror Frames, Furniture, Shelves

Dust mirror frames and shelves if present.

Walls

Bathrooms tend to have water droplets on the walls due to humidity. Wipe away any noticeable spots.

Sink/Vanity

Rearrange the Towels Neatly

Fold towels neatly in thirds and rehang them. Be careful when removing towels from a towel bar, as pulling too hard may dislodge the bar.

Clean and Shine Towel Hanger

Dust the towel hanger carefully as it's often overlooked.

Clean Sinks

Use Bar Keeper's Friend or Dawnpowerwash with a blue sponge to clean the sink and its connections, including around the drain and faucet. A brush is essential for cleaning hard-to-reach areas like the faucet base. Keep a cleaning brush readily available.

Unclog Sink if Needed

Use a pipe cleaning brush if necessary to improve water flow. If this doesn't work, report it to the trainer or office.

Clean and Shine Faucet

Use a brush to clean visible parts of the faucet handle. If there's a cloudy build-up on chrome faucets, try using Bar Keeper's Friend on a cloth to remove the stains.

Clean Countertop

If there are items such as hand soap or lotion bottles on the countertop, don't just wipe around them—move all items forward, wipe down the entire countertop, and then return the items to their original place. Lower your eye level to the counter and run your hand over it to ensure it's clean. The key to making it shine is to dry-polish after wiping with a damp cloth. You can just wipe around the items if the countertop is too cluttered to move items.

Wipe Bottles, Cosmetics, Hairbrushes, etc.

Dust/wipe the cosmetic bottles and other items on the countertop. Make sure the labels are facing forward and neatly aligned for a tidy appearance.

Electric Toothbrush Charger

Wipe the bottom of electric toothbrush chargers, as they tend to collect dirt.

Wipe and Shine Mirror

Use a step stool to reach high areas of the mirror, ensuring you clean all water spots and smudges. When cleaning the part in front of the sink, angle your body to check from different angles and ensure there is no remaining dirt on the mirror.

Wipe Cabinets and Handles

Wipe underneath the sink cabinets where water often spills.

Toilet

Empty Trash / Clean Trash Cans

Clean both the inside and outside of the trash can. Make sure to replace liners if available; if not, just empty the trash.

Scrub Toilet Bowl

Look underneath the toilet rim, especially around water-level holes, and scrub with a brush. To lower the water level in the toilet, press the brush into the water and push it towards the hole. This will reduce the water level and expose more of the toilet surface, making it easier to clean.

Toilet Brushes

After scrubbing the toilet, flush and rinse the brush with the clean water that comes from the toilet bowl. Be mindful not to tap the brush against the rim when draining the water, as the noise can disturb the clients. Instead, gently shake the brush to remove excess water before returning it to its holder.

Clean Toilet Brush Holder

Wipe the toilet brush holder and, if needed, clean inside it with Lysol spray and toilet paper.

Clean Around Toilet

Wipe the walls and cabinet next to the toilet. Don't forget to wipe the wall around the toilet paper holder.

Clean and Disinfect Toilet

Wipe down the tank top, lid, seat, and base of the toilet, including hidden areas like bolts and pipes, using Lysol spray and toilet paper. For stubborn areas, use a brush.

Hand-wipe Floor Around Toilet

Since vacuums and mops can't reach the tight space around the toilet, wipe it with Lysol spray and toilet paper. If there's a lot of dust and hair, vacuum first.

Remove Toilet Lid and Clean Underneath

If the lid is removable, take it off and clean underneath. Be cautious when detaching the lid.

Clean and Shine Toilet Paper Holder

Wipe and polish the toilet paper holder, as it's easy to overlook.

Fold Toilet Paper

This is a finishing touch for toilet cleaning. Fold the paper in creative shapes like a leaf, fan, or heart.

- Note:** When cleaning the toilet, avoid using excessive toilet paper to prevent clogging. Dispose of used toilet paper properly or flush in smaller amounts to prevent blockages. If the toilet paper supply is low, use paper towels or a cleaning cloth.

Bathtub

Remove Shampoo, Toys, and Other Stuff

Remove items from the bathtub before starting. Once done, replace the items in their original positions and arrange them neatly.

Remove Bathroom Rugs

Shake out bathroom rugs and place them outside to remove dirt before cleaning. After mopping, place the rugs back when the floor is dry.

Remove Bathtub Mat

Remove the anti-slip mat, scrub the suction cups with a brush, rinse, dry with a cloth, and roll it up.

Bathtub/Walls/Tiles Cleaning

For a Freestanding Bathtub (Separate Bathtub and Shower):

Check if the bathtub material is suitable for a melamine sponge. Freestanding bathtubs are often not used, so if it's not dirty, simply wipe it down with water or Thieves. If dirty, spray the bathroom cleaner, scrub with a melamine sponge or blue sponge, and rinse with water. Run your hand over the surface to check if roughness has been removed. Dry with a towel and polish with a glass cloth to make it smooth. Shine the faucet and water fixtures. Don't forget to clean the underside (floor) of the bathtub with a duster.

For Bathtub and Shower Combined with a Curtain:

This is the quickest bathroom to clean. Clean not just the bathtub, but also the walls. For the bathtub, use shower cleaner and a sponge (or melamine sponge) to scrub. If the walls are tiled, scrub the tiles with a melamine sponge and use a brush for the grout. For calcium stains on the walls that a sponge won't remove, use steel wool and Bar Keeper's Friend to scrub. For pink or orange mold on grout or seals,

gently scrub with a brush to remove it. If the grout doesn't clean up with a brush, stop scrubbing, and move on to the next task. Rinse with water, then use a squeegee to remove excess water and towel dry. If the showerhead is fixed and a handheld shower can't be used, pour water with a bucket. Finally, polish the bathtub, walls, faucet, and water fixtures with a glass cloth. When finished, return the shampoo bottles to their original positions and align them neatly.

For Bathtub and Shower Combined with Glass Doors:

Clean the bathtub, walls, glass doors (inside and outside), door frame, and door tracks. For details, refer to the *Shower Room* section below.

Clean Grouts

Grout is the cement-like material that connects tiles, and it typically has a sealer applied on top to protect against moisture and dirt. However, using strong chemicals like bleach or ammonia can remove the sealer, which may lead to discoloration. Scrubbing too hard with a brush can also cause the sealer to break down, which allows moisture to seep into the gaps between the tiles, potentially leading to mold growth inside the wall. Even if you clean the grout, the mold may return quickly. It's recommended to use the edge of a sponge for scrubbing, but scrubbing each line individually can be time-consuming. A good approach is to scrub the entire surface with a scrub pad first, then use a grout brush to gently scrub the corners to remove pink or orange stains. Black mold or discolored grout will not change with scrubbing, so avoid using too much force. If you encounter persistent mold or discolored grout, the only solution is to hire a specialist to replace the grout, so it's best to accept that and move on.

Floor & Bathtub Sealant

Clean the sealant around the bathtub and on the floor, especially where the bath meets the wall. Be gentle, as the sealant is prone to tearing.

Clean and Shine Faucet & Shower Head

Polish the faucet and shower head for a shiny finish with a glass cleaning cloth.

Outside of Bathtub

Don't forget to clean the outside of the bathtub. Wipe it down lightly when cleaning the rest of the tub.

Ensure the Bathroom Smells Good After Cleaning

Use bathroom cleaners or Thieves to leave a pleasant scent, ensuring there's no lingering smell from the mop.

Check the Bathtub Drain is Open and Water is Shut Off

Make sure the drain is clear and the water is turned off to prevent flooding.

- ❑ **Note:** Do not touch the fire sprinklers. They are often hard to see when located above door frames or on white walls, so be careful when dusting around these areas. If pressure is applied to the sprinkler, it can activate and cause water damage throughout the house.
- ❑ **Note:** When cleaning the bathtub, be careful not to splash water onto the floor.

Shower Room

- ❑ **Note:** when you're short on time, you might be tempted to skip rinsing and just wipe the shower room. However, this often ends up taking more time and doesn't achieve the same level of cleanliness. It's more efficient to spray water, scrub the entire area, rinse it, and then use a squeegee to wipe it down. It may seem like more effort, but it actually saves time and results in a cleaner finish. If you're really pressed for time, you can focus on the lower, dirtier areas of the glass and floor, spraying and cleaning those thoroughly, while just wiping the cleaner upper part of the shower room.
- ❑ **Remove Bottles from Shower Room**
Take out shampoo bottles and other items, remembering where they belong. If the shampoo bottles are stored in a rack hanging on the wall or attached with suction cups to the glass, there's no need to remove them. Simply clean around them.
- ❑ **Remove Bathroom Rugs**
Shake out the bathroom rug and place it outside of the bathroom.
- ❑ **Tip 1:** To prevent slipping when entering or exiting the shower room, it's recommended to place a cloth in front of the door beforehand.
- ❑ **Tip 2:** Prepare everything you need inside the shower room in advance (stool, melamine sponge, Bar Keeper's Friend, bathroom cleaner, glass cleaner, various brushes, cloths, glass cloth, squeegee). This will save time and prevent unnecessary trips back and forth.
- ❑ **Tip 3:** Bathroom cleaners vary depending on the materials, so always confirm with the trainer about which products to use for each specific home.
- ❑ **Note:** When opening and closing glass doors, water may spill onto the floor. Be cautious to avoid flooding. You can place a cloth on the floor to absorb any water.

- ❑ **Clean & Scrub Walls, Grouts, and Floors**
Clean all areas of the shower room, including the walls, grout, corners, soap dish, and other surfaces. Pay special attention to the wall gaps between the floor and glass door, as dirt tends to accumulate there. Lower your eye level to properly inspect these areas. Be sure to remove any pink mold completely. Many people skip

cleaning the walls, but make sure to scrub all reachable areas of the walls with a melamine sponge or blue sponge. For calcium stains on tiled walls that cannot be removed with a sponge, use steel wool and Bar Keeper's Friend to scrub them off. The upper parts of the walls are usually clean since water doesn't reach there, but the lower sections often have soap scum, so clean them thoroughly. Black mold on grout or seals is often difficult to remove, so if it doesn't come off easily, avoid scrubbing too hard and contact the office for further assistance.

Clean Shower Doors and Tracks

Use a melamine sponge or Bar Keeper's Friend on the shower door. Clean door tracks and frames with a brush to remove dirt.

Clean Shower Door Seal

This task is typically done during deep cleaning. The plastic strip with silicone folds, which is attached at the bottom of the glass door to prevent water leakage, should be removed. Gently pull it down to detach it, then clean it with a brush and BKF, rinse it with water, and wipe it dry before reattaching it. The area where the strip was attached usually accumulates calcium buildup, so be sure to clean it thoroughly. Handle the strip carefully to avoid bending it. Before removing it, make sure to check which side is the front and how it is positioned. When reinstalling the strip on the door, avoid trying to slide it in from the corners, as it can break. Instead, fit the strip into the top part of the glass door from the bottom, and once in place, gently press the slightly protruding part back into position to secure it properly.

Clean Shower Drain

This is typically a task done during deep cleaning. Black mold often grows here, making it look unsightly. Use a screwdriver to gently open the lid, then clean both the lid and the drain. Doing this will greatly improve the appearance and make it look much cleaner.

Rinse, Squeegee, Wipe, and Shine Glass Doors

Once you've finished scrubbing everything, rinse the entire shower room with water. If the showerhead is fixed and you can't use a handheld shower, use a bucket to pour water. After using Bar Keepers Friend, make sure to rinse away all the cleaning agent thoroughly. Once rinsed, step onto a step stool and use a squeegee to remove water from the glass and walls, working from top to bottom. Wipe away any streaks left by the squeegee with a glass cloth. Use the squeegee on the floor as well to remove excess water, then wipe it down thoroughly with a cloth. Finally, use a glass cloth to shine the temperature control dial and the showerhead. Step outside the glass door and change your perspective to check for any missed spots, wiping both the inside and outside of the door. Don't forget to wipe the door handle. For an extra shine, use a glass cleaner to finish polishing the glass door.

Final Check

- Are shampoo bottle labels facing forward?
- Is the mirror and countertop spotless?
- Are there any water spots left?
- Is there any hair left on the floor?
- Is the trash emptied?
- Are bathroom rugs properly replaced?
- Is the toilet flushed?
- Are the towel and toilet paper holder dust-free?
- Has the toilet paper been neatly folded?
- Is there any unpleasant odor?
- Are the faucets and shower heads turned off to avoid