

Cleaning Manual/ Checklist

BEDROOMS:

Dusting & Wiping

- The basic method is to clean from top to bottom, right to left (reverse order is also acceptable). Proceed methodically to avoid missing any spots. Hold the duster stick and keep wet cloths, dry cloths, and glass cloths in your apron as you begin cleaning. Use the duster stick for high and low places (baseboards and under the bed), and a dry cloth for areas within reach. For high shelves, avoid using the duster stick as it may cause items to fall and break. Instead, use a step stool and clean the shelves while observing.
- High & Low Dust Cobwebs**
Cobwebs tend to form in the corners of ceilings and floors, so make a habit of checking these areas. It's unacceptable to have cobwebs in a home that's regularly cleaned.
- Door Frames/Doors**
Dust or wipe the uneven parts of the door frames with a wet cloth. Don't forget to clean the backs of the doors. In homes with children, door knobs and around, often collect fingerprints, so wipe them with a damp cloth.
- Doorknobs/Doorhandles**
Wipe away fingerprints from doorknobs. Don't forget the knobs on the back of the door. Polish chrome handles to keep them shining.
- Light Switches**
Check light switches from different angles, and wipe away any fingerprints if visible.
- Baseboards**
Dust the baseboards using a duster. If there's stubborn dirt, use a wet cloth to spot clean. Don't forget to dust the baseboard behind the door when the door is open.
- Wipe Windows if Needed (Interior Only)**
If windows are visibly smudged with fingerprints, spot clean them. Generally, window cleaning is part of deep cleaning or a move-in/move-out clean. Spray glass cleaner, wipe with a cloth, and finish with a glass cloth. If the glass is too dirty, use more liquid and squeegee off the water before finishing with a glass cloth.
- Window Tracks**

Dust window tracks with a duster or dry cloth. During deep cleaning, wipe both the tracks and frames (including the sides and top). If mold is found, use a brush to scrub it out. Cotton swabs or toothpicks are helpful for hard-to-reach spots.

Windowsills

Dust or wipe windowsills with a wet cloth if dirty. If there are plants or objects on the sill, lift them to clean underneath. If the sill is cluttered, clean only the visible areas.

Blinds

For wide plastic (or wooden) blinds, use the side cord or rod to adjust the blinds to face forwards (front) and use a duster to clean along the slots. Then, reverse the blinds to face backwards (back) and dust the other side. If the blinds are obstructed by furniture, adjust them to create gaps and clean them individually. For fabric blinds, avoid touching them. For mini aluminum blinds, lightly dust but don't wipe them individually, as they are fragile.

Walls

Generally, only spot wipe unless requested. In homes with children, handprints tend to be noticeable.

Bedside Table/Dresser/Desk

Use a dry cloth, not a duster, to clean around objects on the bedside table or dresser. Lift objects to dust beneath them, using both hands. If the table is cluttered, clean around the objects as much as possible. For both wet and dry cloths, use them effectively to wipe off dirt and fingerprints.

TV Stand/TV Screen/PC Screen

If there's a TV in the bedroom, clean the TV stand with a dry and wet cloth. Dust behind the TV, where dust tends to accumulate. Wipe the TV or PC screen lightly with a duster, avoiding direct wiping, which may scratch the surface. Use a wet cloth to remove fingerprints from the remote.

Bedside Lamps

Use a dry cloth to dust lamps. Fabric lampshades are easy to overlook because dust isn't as visible. Gently dust the shade from top to bottom with a dry cloth. Don't forget to clean the base and lower parts of the lamp, where dust often collects.

Picture Frames/Wall Decor

When dusting picture frames on the wall, support the frame with one hand to avoid dropping it. It's safer and more effective to use a dry cloth to dust the frame's edges rather than a duster. Dust tabletop frames as well and adjust them if they're crooked.

- ❑ **Bed Frames** Dust the headboard, sides, and lattice areas of the bed frame. Check under the blanket and around the gap between the mattress and the bed frame for accumulated dust.
- ❑ **Under, Behind, and Around the Bed** Dust around and under the bed, headboard, and bedside tables. You may find small objects like coins or hair accessories. Place them on a nearby flat surface. Before vacuuming, pull dust and debris from hard-to-reach spots.
- ❑ **Ceiling Fans** Turn off the ceiling fan if it's running. Use a duster with an adjustable angle to clean each fan blade one by one. Check if dust has fallen onto the bed and clean it if necessary.
- ❑ **Inside of Closet** Unless specified, don't enter the closet if the door is closed. If the door is open, lightly vacuum and dust. If the clothes are disorganized, straighten them to make vacuuming easier.
- ❑ **Closet Doors** Dust or wipe closet doors. If the closet doors are made of glass or mirrors, clean off fingerprints and polish them.

Tidying

- ❑ Tidying up is the most enjoyable part, as it dramatically changes the room's appearance. However, clients typically want more attention given to bathrooms, kitchens, and floors, so minimize the time spent on tidying. Observe how trainers tidy and imitate their techniques
- ❑ **Kids Toys**
Pick up scattered toys to make vacuuming possible. If there's a toy box, place them inside, or if there isn't one, put the toys on a table or shelf. If the toys or puzzles are likely to break, clean around them gently.
- ❑ **Clothes**
Fold clothes casually if they're on chairs or the bed. Don't spend too much time folding them neatly unless requested—just make them look tidier. If clothes are scattered everywhere, pile them on the bed or chair to make room for vacuuming.
- ❑ **Cellphone Chargers**

Organize tangled phone chargers by rolling them up neatly and placing them out of the way. Ensure they're off the floor to prevent them from being vacuumed up.

Bed Making

- The bed occupies a large portion of the room, so making it neatly will immediately improve the room's overall appearance. Imagine how much the client or family will appreciate a well-made bed.
- Change Bed Sheets/Duvet Covers/Pillowcases**
If new sheets or pillowcases are provided, remove the old ones and replace them. This is more efficient when done with two people.
 1. Remove old sheets.
 2. Put on the fitted sheet (with elastic) first, then the flat sheet.
 3. Tuck the corners tightly and smooth out the duvet cover.
 4. Arrange pillows and cushions neatly, finishing with a karate chop for a neat look.
 5. Fold blankets into thirds and place at the foot of the bed.
 6. Afterward, check the overall arrangement—ensure pillows are centered, and there are no wrinkles.
- Tidy Beds**
If the bed doesn't need new sheets, simply tidy it up by straightening the duvet, adjusting pillows, and folding any blankets.

Vacuuming the Bedrooms

- Use Duster to Clean Floor/Under the Beds**
Use a duster to clean areas under the bed where the vacuum can't reach. For carpeted floors, use the vacuum head for reachable areas; for hard floors, use the duster for hard-to-reach spots.
- Vacuum/Clean Around Power Cords**
Dust power cords and clean areas around electronics carefully. Lift the cords to clear dust and debris that may have accumulated underneath.
- Avoid Hitting Furniture and Walls with Vacuum Cleaner**
Be gentle when vacuuming to avoid scratching walls and furniture. Don't drag the vacuum cord aggressively.
- Use the Right Attachments for Effective Cleaning**

Switch to the appropriate vacuum attachment for different surfaces, such as hard floors, carpets, or stairs.

Make Vacuum Lines

When vacuuming carpet, create triangular vacuum lines. Stepping on the vacuum lines and leaving footprints will ruin the neat lines you've just made. Try to avoid stepping on the areas you've already vacuumed. If you must walk on them, make an effort to walk on tiptoe to prevent disturbing the lines.

Tip: Keep Vacuum Cord Near Exit

Plug the vacuum cord near the exit or outside the room. This way, you won't need to go back into the room to unplug the vacuum, avoiding stepping on the vacuum lines you've just created (especially on carpet).

Final Check

- Check baseboards (and behind doors) are clean.
- Ensure dressers, bedside tables, and bed frames are dust-free.
- Dust picture frames and wall decor, and straighten any crooked ones.
- Check under furniture for dust or small objects.
- Make sure TV stands, screens, and surrounding areas are dusted.
- Clean fingerprints from doorknobs and light switches.
- Ensure ceiling fans are dusted.
- Double-check that the bed is tidy and well-balanced.
- Make sure the duster stick, stool, sprays, and cloths are not left behind.
- Ensure the floor has been thoroughly vacuumed or mopped without leaving footprints.
- Confirm that lights are turned off before leaving the room.