

STEP BY STEP CHECKLIST FOR CLEANING – April 2022

****EDIT APRIL 25-** Clock into JOBBER as soon as you arrive at house.

As soon as you enter the house, change into your Inside shoes, and place your outside shoes somewhere they won't make a mess. Keep a plastic bag handy for the winter/wet days.

In a 2-storey house, start upstairs and work down and towards the door you are leaving from.

If working alone, do bathrooms first then bedrooms, then go downstairs, start in the kitchen, then bathrooms, then dusting, vacuuming, and mopping.

If cleaning the basement or lower level, do this before the main level.

If working in a Team, one person does bathrooms and kitchen one person does dusting and vacuuming and mopping. Please communicate to make sure nothing gets missed or somebody isn't rushing to finish, and the other person is done. Switch tasks at the next house.

Occasionally a client will ask you to do things in a different order so they can use their office or make lunch, and that is fine.

Take a quick walk through the house before you start to make sure there are no surprises that you will need to allow extra time for. Collect any dishes and garbage from anywhere and take to the kitchen before you start.

BATHROOMS: before you turn on lights, dust the light fixtures. This is so you don't burn your fingers on hot light bulbs. Then dust rest of room, including toilet paper holder, towel racks, shelves, ceiling vent, baseboards, cobwebs, pictures, windows and windowsills, blinds etc. Wipe light switches, door handle and check front and back of door for fingerprints.

Place floor mats in the hallway so you have a clear space, or fold in half to cushion your knees.

Wash and dry mirror, clean countertop and wipe down front and sides of vanity.

Do not wash sink until you are all finished as you may need to rinse your ENJO in it and will just have to do it again

Move /pick up items to wash and dry underneath and place back in orderly fashion.

Be sure to clean Electric toothbrush holders, toothbrush cups, mirrors sitting on counter.

Tub/shower. If there are glass doors and there is calcium build up, spray the glass with water, place a line of Calcium Dissolver on the wet scrubbie side and scrub it into the glass and let it sit for about 5 minutes while you do something else. ****No more than 5 minutes or it may leave a mark on any tiles it drips onto**** Then scrub again and rinse well and dry. With a full

bathtub, step INSIDE to wash the walls with glove instead of reaching over so you don't slip. Place any bottles/ soap from the shelves and around edge of tub onto the bottom of the tub.

**** Tub surround VS different kinds of tiles**** Always ask if you are not sure how best to clean this area. When in doubt do NOT use any product (IE calcium remover or paste) until you have confirmed with Peggy

After you wash the tub walls, wipe off as much water as possible with the glove and dry tub walls with rag and finish with ENJOfil. Wipe shower head and hose if there is one, shine faucets and taps (You can use Calcium Dissolver here on your toothbrush too if needed) Wipe all the bottles with a Frank rag and replace on shelves with labels facing out. DO NOT wipe bottles with the ENJO glove or ENJOfil as it will grab all the soap and make your ENJO all soapy.

Use toothbrush on tiles with any mildew and into corners of tub/wall and tub/floor

Wash tub with wet ENJO glove. If the ENJO glove does not slide easily around the tub, then use a tiny amount of paste on your scrubbie and try again, rinse. Dry tub and taps.

****EDIT April 25** - If there is a rubber mat in the tub, take it out, scrub the bottom and roll it up and prop in corner of tub. DO NOT Lay it back down as the client may not realize it is not secure and could slip and fall.

If it has a shower curtain, gather curtain in the MIDDLE and don't forget to wipe the curtain rod. This way the damp curtain will not sit against the wall and make a mildew stain

If it is sliding doors, be sure to use toothbrush in the tracks and dry it well with a rag.

Leave sliding doors open to allow air flow.

Wipe front of tub and get toothbrush into edges where tub meets floor.

If they have separate shower and tub, they may not use the tub very often. Be sure to check each time and dust / clean as needed.

Toilet – dust entire toilet and wipe handles. Use half glove to wash outside of toilet, floor around and behind toilet and walls beside toilet. Wipe baseboards as needed.

Use toothbrush to get at spots where toilet seat attaches to toilet. Lift lid and seat, scrub inside of bowl with Toilet wand and flush toilet. Wash both sides of lid and seat and dry before closing. Empty garbage can (keep white garbage bag with you to empty upstairs garbage and take it to kitchen when you go downstairs), wipe garbage can, toilet brush, plunger, bathroom

scale, etc whatever is around the toilet. Hand wash the floor with your half glove around the toilet and replace items.

Wash and dry sink. Use toothbrush with a dab of Calcium dissolver around taps and edges of sink, if needed. Don't forget the overflow drain hole. Leave faucet lined up straight.

Hang towels neatly folded in 3 with labels hidden.

In a small bathroom you may hand wash the whole floor, otherwise, vacuum and mop rest of floor, or check with your Partner to make sure they do it when doing rest of floors.

Once floor is washed, vacuum mats and replace on floor where they were originally.

Do a final check, Fold toilet paper in triangle. Turn off lights.

AVERAGE TIME: powder room, 5 - 10 minutes, full bath with tub – 20 minutes, large bathroom with tub and shower, 20-30 minutes

BEDROOMS: If a bedroom door is CLOSED that means we do not need to clean it this visit.

** There may be exceptions to this rule, and it will be noted in the JOB NOTES.**

Go through room with Flexi and check for cobwebs, ceiling fans, light fixtures, dust baseboards, reaching behind and beside tables, dressers and headboard where possible.

Make bed (does not need to be hospital corners, just tidy) and arrange any decorative pillows in nice manner with labels and zippers out of view. If client leaves out clean sheets, please strip and remake make the bed up. Place any clothes or towels on the floor in hamper or pile as neatly as possible on the bed or a chair if you don't see a hamper.

Dust all surfaces including light bulbs and shades on lamps, headboard and foot board, siderails of bed, dressers, including fronts and sides, mirrors, shelves. If drawers are open, try to tuck clothes inside and close drawer. Pick up items, dust the surface, dust the item and replace. Dust inside windows, windowsills and blinds. Check if corners of windowsills /window ledges need toothbrush. Wipe light switches, doorknobs and check front and back of door for fingerprints.

If there is no carpet, get under bed with dry mop. If there is carpet check under bed for anything you can reach and pull out before you vacuum so it doesn't clog the hose. Use Flexi tool to reach items you can't reach by hand. You can use the stair attachment on the long

handle to get under the bed if the regular vacuum doesn't fit. Throw away garbage, place clothes with other laundry, place any other items on bedside table or dresser.

Vacuum floor or carpet, wet mop if no carpet including under bed. Don't forget behind door.

Do a final check and turn off lights.

AVERAGE TIME: 10-15 minutes

OFFICES: – If client wants the office cleaned you can go ahead and do this using same process as a bedroom for dusting and cleaning floors. DO NOT touch computer screen.

AVERAGE TIME – 10-15 minutes

STAIRS: Walk down using dust glove to wipe handrail and edges of stairs.

If they have small kids, you may need damp blue glove to get sticky fingerprints off handrail.

If there is a decorative railing be sure to dust – Flexi tool is useful here.

If they are carpeted stairs – use stair tool attachment on vacuum. Plug vacuum in at bottom of staircase and use the stair tool attachment on the long tube and vacuum your way down one stair at a time.

If they are wood stairs, vacuum first then wipe gently with damp blue glove.

If they are combo carpet and wood, do both.

If they have hairy pets, you may need crevice tool as well to get into edges.

AVERAGE TIME: 5 minutes

LIVING ROOM/FAMILY ROOM/PLAYROOM:

Do a sweep of the room with Flexi tool for cobwebs, dusting ceiling fans, ceiling lights, baseboards, getting behind furniture and TV when possible and moving small easy to move furniture to get behind/under it.

Dust windows and ledges, all furniture, TV and stereos, lightbulbs and shades and lamps, and pictures. Pick up items, dust surface, dust item and replace.

Damp dust coffee table or other tables as needed for fingerprints.

Vacuum furniture as needed (every visit if they have pets) and lift cushions to vacuum underneath. Throw away garbage and place any other items found on coffee table. (toys, hair elastics, pens etc). Get under couch with Flexi tool and get items and dust bunnies out.

Fold blankets and tidy cushions.

Average time: 10 - 15 minutes

ENTRY WAY and OTHER SPACES:

Don't forget about baseboards and pictures and cobwebs in the hallways and front entry/mudrooms. If there is a rug by the door where you enter the house, pick it up and wash floor underneath then replace rug and vacuum it. Pile your supplies here so you don't forget anything, but don't block the door in case they come home. This way the space is clean before you leave, and you are not trying to clean it as you back out the door.

Check entryway doors for fingerprints and scuff marks, wipe windows in doors or alongside of doors.

If you come in through the garage, wipe off the Garage door pad from time to time, it gets covered in grime.

KITCHEN/DINING area:

Do a visual check and load any dishes into dishwasher. **Each house needs are different with dishes. Check with client if they are home or refer to Job Notes

If they do not have a dishwasher, hand wash whatever dishes are there and stack on counter. If they don't have a drying rack, find a tea towel or drying mat. Drying mat sometimes under sink.

Check the stove and see what it needs. May need to spray with Washing Up Liquid (Degreaser) and come back to it later.

**Top of stove, range hood, inside door, drawer underneath, backsplash gas vs electric ring vs flat element.

Check fridge to see if it needs paste and open doors – wipe any easy to reach spills, inside of doors, freezer door crumbs, back of door handle. You can paste fridge now and come back to it later to rinse and dry.

Take flexi and dust around tops of cupboards, lights, etc, wipe fingerprints off light switches, doors, walls etc.

If there is an island with chairs, or a table and chairs, dust/wipe as needed. Pay attention to chair rails and bottoms of chair legs for dust.

If working with a partner, discuss who cleans the Dining Area if it is not clearly defined.

Start at one point in the kitchen and work your way around, going from Top to Bottom

Wipe any marks from cupboard doors and don't forget the backs of door handles and don't forget lower cupboards. Open top drawers and wipe along edge.

Move items on counter, wipe counter and backsplash/wall with wet glove and dry with ENJOFil. Wipe all items and put back. Use scrubbie and small amount of Washing Up Liquid (de-greaser) for stuck on food.

Wipe inside microwave and wipe front door. Lift up microwave and wipe underneath and around side if space. **TIP – if there is stuck on food in the microwave place a small glass of water inside and run microwave for about 20-30 seconds to loosen the food. Be careful removing the glass of water as it might be hot. Empty glass, dry and replace glass in the cupboard.

Empty crumb tray in toaster, wipe toaster and cord and replace.

Wipe coffeemakers – empty pot and rinse, dump grounds into garbage /compost

Go back to fridge if needed to wipe off paste and rinse and dry.

Empty garbage – **see notes below regarding Garbage**. If garbage is under sink, pull out can and wipe floor and inside cupboard door. If garbage can is on floor, wipe top and sides as needed.

Scrub sink- use Calcium Dissolver on toothbrush around edges and taps and faucets.

Use toothbrush and paste on sink drains, paste rest of sink, rinse well.

Dry mop/vacuum floor getting into corners and baseboards.

Wet mop floor being sure to spray water often to keep fibre wet enough to slide but not too slippery. If you see streaks on the floor, probably the fibre is not wet enough. If it is spotty, the fibre is too wet.

Rinse fibre often in hot water and then re-wet with cold.

Last thing – carefully dry sink, line up taps, mop your way out of room being careful not to leave any footprints on wet floor.

Turn off lights.

Average time: 30 – 45 minutes but all houses are different.

PETS: pets add time to a clean, but they are part of the Family and part of a regular clean. Move pet cages away from walls, wipe walls as needed, wash floor underneath and replace

cage. Vacuum pet beds and Cat trees. Collect pet toys and place in basket or on a chair. Wash out empty food bowls, wash walls around food bowls, fill water dish with fresh water. Wipe patio doors and windows at pet level if you see nose prints. In nice weather clean both sides of patio doors and vacuum out tracks in patio door. Never let a pet outside the house unless the owner has told you specifically that it is OK to do so.

ELECTRONICS and CORDS: Use Flexi tool to get behind TV's especially when they are on the wall.

Gently lift cable boxes, stereos, record players etc. to dust underneath and dust top and side of these items. NEVER use a damp cloth or spray water on electronics. Use crevice tool to vacuum dust bunnies from around cables and cords.

GARBAGE: collect garbage from bathrooms and bedrooms and place in kitchen garbage. If kitchen garbage is full, remove bag, wipe out garbage can and put in fresh bag. Don't be afraid to look in a few cupboards to find the bags. Usually under the sink or in a pantry closet.

If you can see a garbage can in the garage or outside, leave garbage there, otherwise ask client where they want it or leave it tied up by the kitchen door. Don't leave it outside in case they don't see it and animals get into it.

LITTLE EXTRAS when you have time:

Wipe out garbage cans

Wash under kitchen and bathroom sinks, tidy bottles etc.

Fold towels in linen closet

Vacuum out crumbs in kitchen drawers

Floors of closets, pull out shoes, wash floor and replace and tidy

Wipe both sides of garage door

Wash outside of front door, sweep porch

Wash garage door opener button

ENJO and SUPPLIES

Never leave wet or damp ENJO on a wooden surface and don't leave a damp mop sitting flat on a wooden floor. You can tip the mop up or put the orange fibre underneath it. Keep a plastic bag with you to put your used ENJO in and make sure you have it all when you leave. Don't place ENJO bottles or water bottles on wooden surfaces.

Don't lean your Mop against a wall or table where it might fall over and break something. Prop it in a corner.

You can vacuum your Flexi and dust glove if the house is very dusty so you can keep using it.

Rinse dirty gloves or floor fibres in HOT tap water and gently squeeze water out. When water is running clear again, wet with COLD water and gently squeeze water out. Keep a spray bottle with you when doing large floors to keep the fibre damp enough to slide easily but not too wet so it slips away from you.

SW April 21, 2022

**EDITS April 25, 2022 SW