

Living areas - task sheet

monthly tasks

week ending.....

	sun	mon	tues	wed	thurs	fri	sat
Living areas tasks	completed by						
furniture Polish all furniture with a specialised furniture polish. Also wipe underneath all furniture.							
walls Wipe down all walls with a damp cloth to remove any marks / stains.							
light fixtures Dust down all light fixtures & fittings.							
radiators Damp dust behind all radiators to remove any built up dust & cob webs.							
pictures Clean all frame work of pictures & polish glass with specialised glass cleaner to remove any finger prints.							
beds With a damp cloth wipe down the frame work of all the beds.							
electric sockets Check all electric sockets to see that they are in all in working order & that there are no health & safety issues to report to your care taker or head of household.							
glass Clean all exterior & interior windows with specialised glass cleaner. A monthly cleaning for windows includes cleaning the inside of the glass & wiping down the windowsills. Use a glass cleaner to remove streaks & spots on the interior of the windows.							
dust ceiling fans							
dust air vents							
clean walls Spot clean the walls of your home to remove crayon marks, furniture scuffs, dust & splatters.							
clean window treatments Curtains & drapes may need to be washed, cleaned or dusted out on a monthly basis. Blinds that attract dust will need to be wiped down as well.							

dust intensively Dust behind furniture & appliances, dust window sills, ceilings & baseboards. Don't forget to dust down behind doors, moulding & hidden corners.							
vacuum inside furniture Go down into the crevices to pull out items that need to be kept, vacuum out the inside of the sofa.							
spot treat carpet & upholstery Check for spots on the carpet & upholstery & spot treat the stains, be sure to test the stain in an inconspicuous spot before applying liberally.							
check smoke alarms Double check that smoke alarms are functioning properly, change the batteries if needed. Be sure to dust down the smoke alarm to keep it in working order.							
change filters on vacuum cleaner							

checked by (supervisor)	sun	mon	tues	wed	thurs	fri	sat