

Mama's Help Client Instruction Form for Cleaners

Client Instructions - tick the following jobs you would like done in the time allocated.

Week Commencing / / Please advise & supply worker with relevant cleaning materials

Client Name Photocopy & Keep for your records

Cleaner Name Number of agreed Cleaning Hours per week.....

Worker Instruction - Please work through the following list & stop when you have completed your hours

	Client Tick	Worker Tick
Hallway/Landing		
Vacuum Area		
Wipe/Dust Door		
Wash Windows		
Wipe window ledges		
Polish.....		
Wipe Skirting		
Other		

	Client Tick	Worker Tick
Main Living Area 2		
Vacuum Area		
Wipe/Dust Door		
Wash Windows		
Wipe window ledges		
Polish.....		
Wipe Skirting		
Other		
Clean Fire Place		
Dust Pictures		
Wash Windows		

	Client Tick	Worker Tick
Main Living Area 1		
Vacuum Area		
Wipe/Dust Door		
Wash Windows		
Wipe window ledges		
Polish.....		
Wipe Skirting		
Other		
Clean Fire Place		
Dust Pictures		
Wash Windows		
Clean Fireplace		

	Client Tick	Worker Tick
Kitchen		
Sweep Area		
Vacuum Area		
Mop Area		
Wipe/Dust Door		
Wash Windows		
Wipe window ledges		
Polish.....		
Wipe Skirting		
Other		
Clean inside cupboards		
Wipe Cupboards		
Clean Taps		
Other		
Other		
Other		
Other		
Other		
Other		
Other		
Other		

	Client Tick	Worker Tick
Toilet(s)		
Vacuum Area		
Wipe/Dust Door		
Dust Door		
Polish Mirror		

	Client Tick	Worker Tick
Bedrooms		
Vacuum Area		
Wipe/Dust Door		
Wash Windows		
Wipe window ledges		
Polish.....		
Wipe Skirting		
Other		
Clean Fire Place		
Dust Pictures		
Wash Windows		
Dust Room		
Hovwer Beds		

	Client Tick	Worker Tick
Ironing		

	Client Tick	Worker Tick
Special Instructions		

Number of Hours Worked.....

At end of work Period Worker to Sign