



SPAR-CLEAN SERVICE GUIDE

BATHROOMS:

- Toothbrush holder
- glass and shower doors, tracks,
- surrounding tub area
- inside tubs
- blinds
- toilets (back and sides washed by hand)
- fronts of cupboards mirrors, light bars
- pictures and any shelving
- general tidy up of items left out
- window ledges, doors and door frames
- check for cobwebs and finger prints
- baseboards,
- dust any scales or other items
- vacuum or sweep floors and wash
- be sure to fold toilet paper and any towels
- empty garbage cans, clean out cans when necessary

BEDROOMS:

- start high, check for cobwebs,
- check cold air returns for dust
- window ledges, blinds if necessary, ceiling fans
- vacuum lamp shades when necessary
- tidy up room e.g.. Make bed, pick up items on floor, tidy up dressers if possible. Then dust with damp cloth (or occasionally depending on furniture), damp cloth with Murphy's can also be used, empty garbage can/s
- some customers request fresh sheets put on the beds (normally left out for us)
- vacuum and move lightweight items, check around night tables
- baseboards can be vacuumed
- check under bed for items
- pictures
- when dusting, always do top middle and lower parts

LR/DR/FR;

- starting at top, check for cobwebs, check cold air returns for dust
- dusting of pictures - do not spray glass cleaner directly on pictures
- damp cloth only (or occasionally Murphys diluted) for dusting and dry depending on furniture (read team sheets)
- general tidy up of books, magazines etc.
- when dusting furniture be sure to get tops, middle and bottom whether it be chairs, table bases, shelves etc.
- vacuum under couch cushions (may not need every visit- but check)
- leather furniture, wipe down with damp cloth
- DO NOT WIPE DOWN COMPUTER SCREENS OR FLAT SCREEN TV'S
- moving light weight items when vacuuming vacuum baseboards, on a rotating basis vacuum and damp mop any hardwood floors

(VERY IMPORTANT THAT WOOD FLOORS ARE TO BE DAMP NOT WET)



HALLWAYS (UP OR DOWN)

- tidy up shoes
- clean any glass at front or back entrances
- check for finger prints on walls or doors
- vacuum area rugs and lift to vacuum underneath as well as wash cobwebs
- baseboards - always in common area between pickets, and railings

LAUNDRY ROOM:

- clean around tubs,
- clean underneath baseboards,
- doors, cobwebs, window ledges
- top of appliances
- vacuum area rugs
- vacuum or sweep and wash floor

KITCHEN:

- to keep the flow and that nothing gets missed, start from right to left or left to right and finish at the sink.
- Dust any shelves that need dusting
- wash down table and chairs. Don't forget the chair rungs and base of table light fixtures
- glass doors inside and out
- top of fridge
- fronts of all appliances
- stove burners
- cobwebs if any
- exhaust fan
- all counters washed
- fronts of cupboards, spot wash and occasionally top to bottom
- under sinks cleaned
- baseboards
- backs of kitchen chairs to be wiped down - usually finger prints area rugs
- vacuum and wash floor and double check before leaving to be sure no streaks and particles

Please keep in mind this is a guide and what is expected, however cleanings are tailored to each customer and based on time booked for each home.

Each team is responsible for reading the team sheets and knowing the time spent in each home as well as what is expected for that particular visit, as team sheets change from time to time.