

**KITCHEN****DONE BY****CHECKED**INSIDE & OUTSIDE FRIDGE & FREEZER  
UNDER AND OVER FRIDGE FREEZER

INSIDE, OUTSIDE, UNDER &amp; OVER MICROWAVE

NO FOOD TO BE LEFT IN FRIDGE OR CUPBOARDS

INSIDE &amp; OUTSIDE OVEN

COUNTERTOP, KETTLE &amp; TOASTER

SINK &amp; TAP, TILE BACKSPLASH

CUPBOARDS, DRAWERS INSIDE AND OUTSIDE.

WASH & DRY **ALL** CUTLERY, CROCKERY, GLASSES, POTS,  
PANS. PUT BACK IN CUPBOARDS

WINDOWSILL, INSIDE OF WINDOW

TABLE, KITCHEN CHAIRS

BIN &amp; LID, INSIDE &amp; OUTSIDE

WIPE DOWN COUCHES, TABLE

LIGHT SWITCH, DOOR, DOOR HANDLE

SWEEP &amp; WASH FLOOR

CEILING COBWEBS, LIGHT FITTING, SKIRTING BOARDS

**PLEASE LEAVE THIS COMPLETED SHEET ON KITCHEN TABLE**

**BEDROOM A**

**DONE BY**

**CHECKED**

SHELVES OVER BED, WINDOWSILL, INSIDE WINDOW

STRIP BEDDING

LEAVE BEDDING FOLDED ON BED IF DONATING TO HOMELESS CHARITY

DESK, CHAIR, CHAIR LEGS, DESK LAMP, SHELVES

INSIDE & OUTSIDE OF WARDROBE & LOCKER

MIRROR

MARKS ON WALLS & SKIRTING BOARDS

LIGHT SWITCH, DOOR, DOOR HANDLE, MIRROR

EMPTY & CLEAN BIN INSIDE & OUTSIDE

CEILING LIGHT, COBWEBS ON CEILING & WALLS

VACUUM FLOOR & DRAWER UNDER BED

**PLEASE LEAVE THIS COMPLETED SHEET ON YOUR DESK WITH YOUR KEYS**

**BEDROOM B**

**DONE BY**

**CHECKED**

SHELVES OVER BED, WINDOWSILL, INSIDE WINDOW

STRIP BEDDING

LEAVE BEDDING FOLDED ON BED IF DONATING TO HOMELESS CHARITY

DESK, CHAIR, CHAIR LEGS, DESK LAMP, SHELVES

INSIDE & OUTSIDE OF WARDROBE & LOCKER

MIRROR

MARKS ON WALLS & SKIRTING BOARDS

LIGHT SWITCH, DOOR, DOOR HANDLE, MIRROR

EMPTY & CLEAN BIN INSIDE & OUTSIDE

CEILING LIGHT, COBWEBS ON CEILING & WALLS

VACUUM FLOOR & DRAWER UNDER BED

**PLEASE LEAVE THIS COMPLETED SHEET ON YOUR DESK WITH YOUR KEYS**

**BEDROOM C**

**DONE BY**

**CHECKED**

WINDOWSILL, INSIDE WINDOW, SHELVING

STRIP BEDDING IF THIS WAS PROVIDED

LEAVE BEDDING FOLDED ON BED IF DONATING TO HOMELESS CHARITY

DESK, CHAIR, CHAIR LEGS, DESK LAMP, SHELVES

INSIDE & OUTSIDE OF WARDROBE & LOCKER

MARKS ON WALLS & SKIRTING BOARDS

LIGHT SWITCH, DOOR, DOOR HANDLE, MIRROR

EMPTY & CLEAN BIN INSIDE & OUTSIDE

CEILING LIGHT, COBWEBS ON CEILING & WALLS

VACUUM FLOOR & UNDER BED

**PLEASE LEAVE THIS COMPLETED SHEET ON YOUR DESK WITH YOUR KEYS**

**BATHROOM**

DONE BY

CHECKED

INSIDE &amp; OUTSIDE SINK, TAPS, AROUND TAPS

INSIDE &amp; OUTSIDE TOILET

USE LIMESCALE REMOVER ON TOILET IF REQUIRED

INSIDE, OUTSIDE &amp; BASE OF SHOWER

SHOWER HEAD, SHOWER CONTROLS

EMPTY &amp; CLEAN BIN INSIDE &amp; OUTSIDE

WINDOWSILL, INSIDE OF WINDOW

MIRROR

MARKS ON WALLS &amp; SKIRTING BOARDS

LIGHT SWITCH, DOOR (BACK &amp; FRONT), DOOR HANDLE

CLEAN FURNITURE INSIDE &amp; OUTSIDE

CEILING LIGHT, COBWEBS ON CEILING &amp; WALLS

SWEEP &amp; WASH FLOOR

NO PRODUCTS TO BE LEFT IN BATHROOM

**PLEASE LEAVE THIS COMPLETED SHEET ON KITCHEN TABLE**

**HALLWAY**

**DONE BY**

**CHECKED**

MARKS ON WALLS & SKIRTING BOARDS

CEILING LIGHTS, COBWEBS ON CEILING & WALLS

LIGHT SWITCHES, DOORS, DOOR HANDLES

CLEAN FURNITURE

SWEEP & WASH FLOOR

CHECK VACUUM CLEANER IS CLEAN & WORKING

**ANY MAINTENANCE ISSUES TO REPORT, e.g. Bulbs, something not working:**

**PLEASE LEAVE THIS COMPLETED SHEET ON KITCHEN TABLE**