

WEEKLY CLEANING & PREPARATION SCHEDULE

Bedrooms

Checked

Change all bedding and prepare all beds	
Wash pillow and mattress protectors (every month or 4th arrival)	
Clean and wipe down all furniture	
Clean inside of all wardrobes/drawers	
Clean under beds	
Check cleanliness of spare pillows and blankets	

Bathrooms

Deep clean of all bathrooms and removal of any presence of mould	
Clean drains of all sinks/plug holes. Check they're draining properly and there are no smells	

Kitchen

All kitchen crockery, cutlery and utensils checked/cleaning and put away	
All kitchen appliances cleaned, (inside of microwave, toaster, dishwasher, oven)	
Clean inside of fridge/freezer	
Clean and wipe down all surfaces and cupboard doors	
Clean inside of all cupboards	

Lounge

Vacuum all upholstery – sofas, rugs, etc.	
Pull out all sofa cushions and vacuum beneath	
Dust TV and cabinet/unit	
Clean and wipe down all surfaces and cupboard doors	

General

All floors cleaned	
All surfaces wiped/dusted – no presence of cobwebs	
All mirrors polished	
Dust light fixtures, ceiling fans and blinds	

General

Checked

Wash throws/blankets, bed linen and towels	
Clean out vents/ducts in tumble dryer	
Check new linen and towels are clean and free of stains	
Wipe down and clean travel cot and highchair	
Wipe down walls	
Rotate mattresses (monthly)	
Run cleaning cycle on washing machine	
Clean/vacuum curtains	
Check all light bulbs are in working order	

Exterior

Wipe down and clean all exterior furniture, dining table, chairs and sun loungers	
Clean out barbecue	
Swimming pool cleaned, plus hot tub/Jacuzzi (where applicable)	
Poolside showers cleaned	
No presence of insect infestation	
No presence of litter	
Wash windows – clean inside and out	
Check and clean inside all patio runners	
Hose down patio area and sweep all terraces and balconies	
Clean and lay out all patio furniture (including cushions, if applicable)	