

FLOORS CHECKLIST

Vacuuming

- enter every property with a clean empty vacuum otherwise you may be cross contaminating from the last site,
- always use an RCD extension cord with the vacuum and plug the extension cord in at the middle of the house as you will then be able to reach the whole house without changing plugs
- vacuum into the room and overlapping swipes cover the whole area not just the bits
- use your hand tool to get all of the edges near the skirting boards and vacuum under the bed
- small pieces of furniture need to be moved and vacuumed underneath
- Vacuum from the back of the house towards the front
- Vacuum inside couches every time - throw the cushions off as soon as you go in the room
- Empty your vacuum into their wheelie bin on exit -do not transport their dirt to the next client

Mopping

- you must use a clean dry mop to prevent cross-contamination from previous site
- make sure your water is hot and you're not using too much floor cleaner the floor cleaner we use is very strong and you don't need a lot of it - use too much chemical and you will leave a residue that dirt then sticks to - counterproductive!
- Mop in a figure 8 motion walking backwards
- many of the houses we also clean prefer that you use their floor cleaner or vinegar or metho or a mixture of one or the other
- if the tiles are shiny just use hot water and mop dry with a towel or clean dry mop
- mop from the back of the house to the front and whenever you mop if there is anything that doesn't come up on the first swipe you need to put your foot on it with the mop underneath and scrub it to make sure it comes up
- Mop the tops of your skirting boards as you go
- when you get to the halfway point check your water, replace both mop water and mop head if very dirty
- once you get to the front door shake out your mop behind you and then with a cloth pick up all those last bits at the front door
- There should not be a single hair or piece of grit left on your floors when you're finished – if there is it's the first thing your client will see.
- Do not empty your dirty mop water into your clean sinks - empty outside into the garden or exterior drain.
- Wash and dry all mops and rags each night in your machine.