

Housekeeping Guidelines



[Regular housekeeping](#) is essential for every household to keep the levels of dust, mould and allergens low in the house. How often you need to clean your home will depend on your life style, kids, pets and how many occupants have allergies.

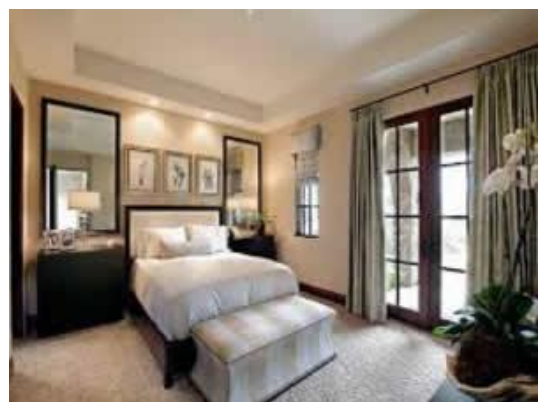
We always recommend a once-off [Spring Cleaning](#), at least once or twice a year to get to those hard to reach places and to make the weekly house cleaning chores as smoothly as possible. A good spring clean can also help to prepare a smoother working environment for your daily cleaning chores and a new domestic worker you have just employed.

The following instruction will guide you through the whole process of keeping your home in a pristine condition, leaving you with an organized and healthier environment for your family.

REMEMBER: When you clean, always clean from top to bottom, so the last thing you do is mop or vacuum.

Quickly walk around the house and do the following:

- Open curtains and windows
- Collect any dirty dishes/glasses and take to the scullery
- Take damp towels to dry on line
- Put a load of dirty laundry in the washing machine (if applicable)



Bedrooms

- Tidy area – put everything away that is not in its place
- Make bed
- Dust and wipe down all surfaces



Kitchen

- Collect and stack all dirty dishes
- Put away all food products
- Wipe down all counter surfaces
- Wash dishes and leave to air dry/put in dishwasher
- Wipe out oven
- Wipe down all surfaces
- Sweep floor Empty rubbish bin (rinse out with a mild bleach solution)
- Mop floor



Lounge / Living / Dining Room

- Tidy area – put everything away that is not in its place
- Dust and wipe down all surfaces
- Vacuum, sweep, and/or mop all floors – as applicable
- Arrange furniture back into proper positions
- Ensure area is properly set out with everything neat and tidy

- Vacuum/Sweep/Mop floors – as applicable
- Arrange furniture back into proper positions
- Ensure area is properly set out with everything neat and tidy



Bathrooms

- Tidy area – put everything away that is not in its place
- Wipe down all surfaces
- Arrange toiletries properly
- Ensure there is a clean hand towel
- Ensure that there is toilet paper on the roll and a spare
- Mop floors
- Arrange furniture back into proper positions
- Ensure area is properly set out with everything neat and tidy

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Maid*s

Happy Healthy Homes!!!

Following these guidelines will ensure have a clean home, tempting enough for you to invite friends over...

If you find these tasks too much to handle with the little time you have got, then it's time to contact us for a more professional clean up service.

[Download these guidelines \(PDF\)](#) | [Watch the Slideshow Online](#) | [Contact Us](#)