

TRAINING CHECKLIST- BATHROOM

TIME – *write in time it normally takes here*

PRODUCTS & TOOLS

List the products and tools they will be using and what they will be using them for

For example – toothbrush for ???? Make sure that list is in the bucket to ensure proper use.

Have your trainee clean one full bathroom while other cleaning techs are cleaning the rest of the home. When they are finished, you (or the trainer/supervisor) go in and check the work they have done.

What you are looking for is – What is their standard of cleaning (don't expect it to be perfect)? What did they do over and above the basic cleaning (straightening towels, wiping the light fixtures, cleaning the front and back of door etc.)? Don't worry about the time spentthat will improve as they go. Your main concern is what did they miss. Below are the top 10 tasks that should be completed.

- Sinks and taps cleaned and polished dry
- Vanity counters cleaned and polished dry
- Items on counter cleaned and put back in original spots
- Shelves cleaned, items cleaned and put back in original spots
- Cupboard doors and handles cleaned
- Door back and front dust, dirt and fingerprint free, handle washed
- Shower, tub, nozzles and taps cleaned and polished dry
- Glass doors cleaned and polished dry
- Toilet cleaned inside and out, polished dry
- Floor and baseboards washed
- Any extras you can think of

TRAINING CHECKLIST- LIVING AREAS

TIME – *write in time it normally takes here*

PRODUCTS & TOOLS

List the products and tools they will be using and what they will be using them for

For example – paintbrush for????? Make sure that list is in the bucket to ensure proper use.

Have your trainee clean two living areas, preferable a bedroom and living room while other cleaning techs are cleaning the rest of the home. When they are finished, you (or the trainer/supervisor) go in and check the work they have done.

What you are looking for is – What is their standard of cleaning (don't expect it to be perfect)? What did they do over and above the basic cleaning Don't worry about the time spentthat will improve as they go. Your main concern is what did they miss. Below are the top 7 tasks that should be completed.

- High dusting
- Straightening of bedding, throw pillows, etc.
- Polishing of glass and mirrors
- Dusting of all furniture, wall art and knick-knacks
- Dusting of blinds and framework
- Dusting of all lighting and electronics
- Vacuuming
- Any extras you can think of