

WET/DRY PROCEDURES

2 Cleaning Technicians

One is assigned to wet procedures, the other dry.

For example

Your client has

Upper Floor - 3 bedrooms, 2 full bathrooms.

Main Floor - Living room, dining room, eating area, kitchen, laundry, ½ bathroom, front foyer, back mudroom.

Lower Floor - Family room, guest bedroom and office.

Hallway and stairs.

Wet Tech has 2 full baths, laundry room, kitchen, garbages, washing of hard floors.

Dry Tech has ½ bath, bedrooms, living room, dining room, eating area, front foyer, back mudroom, family room, guest bedroom, office, vacuuming.

While Dry Tech is readying the upstairs bathrooms (vacuuming up all the hair on the floor, in the dry tub and dry shower and moving the floor mats to the hallway to be vacuumed later) the Wet Tech is preparing the kitchen for later cleaning.

Both cleaning techs start upstairs and when the Dry Tech is done with the rooms, hallway etc. she/he will vacuum the upstairs before continuing downstairs (vacuuming the stairs as she/he heads downstairs).

- Dry Tech - Remember to vacuum the bathroom rugs before heading downstairs.

The Dry Tech now starts working on the main floor and when done vacuums, starting with the bare floors and washes ½ bath floor. If the Wet Tech is not working on the kitchen when you are ready to vacuum, take a dry cloth and wipe all the crumbs off of the counters before vacuuming the kitchen floor.

- Why does the Dry Tech start vacuuming the hard floors before the carpeted floors? Just in case the Wet Tech is finished the kitchen before the Dry Tech is done vacuuming, the Wet Tech can start washing/mopping the hard floors.

When the Wet Tech is done with bathroom, washing both floors, she/he heads down to main floor to work on laundry room and kitchen.

When done vacuuming main floor, the Dry Tech moves down to basement, works on the family room, guest bedroom and office. When done, vacuums.

When you move on to the next home, you switch from Dry to Wet and Wet to Dry.

When you come back to the same home next scheduled clean you rotate. If you had the dry last time this time you have the Wet

DRY CLEANING PROCEDURES

1. Ready bathrooms for the cleaning tech assigned to the Wet Cleaning Procedure by vacuuming out dry shower floors and sinks (removal of hair) with soft brush attachment. Vacuum floor areas, removing all floor mats and do the high dusting of ceiling and wall corners.
2. Start at the back of the house (bedrooms) or upper floor.
3. In each room follow this procedure.
 1. High dust – ceilings, wall corners, windows, ceiling lighting and fans
 2. Low dust – baseboards, under furniture (cobwebs)
 3. Vertical, edge and intricate dusting (with paint brush)
 4. Polishing of glass and mirrors – tv's too
 5. Damp dusting of all surfaces
 6. Straightening of beds, pillows, throws etc.
4. High dusting of kitchen
5. Vacuum. Always vacuum the bare floors first. This allows the person on wet cleaning to start washing floors without waiting.
6. Start washing floors if first done.

If the person assigned to the Wet Cleaning has more than 1 full bathroom to clean, you are responsible for the ½ bathroom. **You do not take on a full bathroom.**

WET CLEANING PROCEDURES While the cleaning tech assigned to Dry Cleaning is readying the bathrooms, you will prep your kitchen.

1. Spray the inside of the microwave and close door.
2. Prep your stove. If it is a flattop spread your baking soda across the stove top and let sit. If it is a gas stove, spray the entire area with grills still one with all purpose. If it is a standard stove remove rings and inserts, placing them in a sink of hot soap water. I would also put the microwave glass plate in the water as well as anything else that can use a soaking (spoon rest)
3. Start with your bathroom/bathrooms.
 1. Start at the top – lights.
 2. mirrors
 3. wall art and Knick-knacks
 4. Vanity counter, drawers, cupboards, and sinks.
 5. Towel racks other furniture
 6. Tubs and Showers
 7. Toilets
 8. Floors
4. End with your kitchen
 1. Start at the top, cupboards, wall art, ceiling fan, etc.
 2. Middle back splash, wall between counter and upper cupboards
 3. Counters and anything on counters moved, wiped, and placed back in original position (**do not unplug anything that has a clock on it as it is frustrating to the client to have to reprogram each time**)
 4. Stove, stove vent, microwave, toaster oven, fridge
 5. Lower cupboards and drawers
 6. Table and chairs
5. If done first start washing floors

DRY – BATHROOM – KITCHEN PROCEDURES

3 CLEANING TECHS – LARGER HOMES

One is assigned to DRY – One to BATHROOMS– One to KITCHENS

For example

Your client has

Upper Floor - 5 bedrooms, 3 full bathrooms.

Main Floor - Living room, dining room, family room, sunroom, office, eating area, kitchen, laundry, full bath ½ bathroom, front foyer, back mudroom.

Lower Floor – Exercise room, guest bedroom, family room, games room, pantry full bathroom

Hallways and stairs.

Dry Tech has bedrooms, living room, dining room, main floor family room, front foyer, back mudroom, lower floor, family room, guest bedroom, office, vacuuming.

While Dry Tech is readying the upstairs bathrooms (vacuuming up all the hair on the floor, in the dry tub and dry shower and moving the floor mats to the hallway to be vacuumed later) the Wet Tech is preparing the kitchen for later cleaning.

Both cleaning techs start upstairs and when the Dry Tech is done with the rooms, hallway etc. she/he will vacuum the upstairs before continuing downstairs (vacuuming the stairs as she/he heads downstairs).

- Dry Tech - Remember to vacuum the bathroom rugs before heading downstairs.

The Dry Tech now starts working on the main floor and when done vacuums, starting with the bare floors and washes ½ bath floor. If the Wet Tech is not working on the kitchen when you are ready to vacuum, take a dry cloth and wipe all the crumbs off of the counters before vacuuming the kitchen floor.

- Why does the Dry Tech start vacuuming the hard floors before the carpeted floors? Just in case the Wet Tech is finished the kitchen before the Dry Tech is done vacuuming, the Wet Tech is able to start washing/mopping the hard floors.

When the Wet Tech is done with bathroom, washing both floors, she/he heads down to main floor to work on laundry room and kitchen.

When done vacuuming main floor, the Dry Tech moves down to basement, works on the family room, guest bedroom and office. When done, vacuums.

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When you come back to the same home next scheduled clean you rotate. If you had the dry last time this time you have the Wet

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2. Start at the back of the house (bedrooms) or upper floor.
3. In each room follow this procedure.
 1. High dust – ceilings, wall corners, windows, ceiling lighting and fans
 2. Low dust – baseboards, under furniture (cobwebs)
 3. Vertical, edge and intricate dusting (with paint brush)
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 6. Table and chairs
 7. If done first start washing floors