



MASTER MAIDS

SPRING CLEAN

KITCHEN

❖ DUTIES

- Clean stove top
- Clean and wipe kitchen surface
- Rubbish disposal
- Wipe bar counter
- Vacuum kitchen
- Mop kitchen
- Clean windowsills
- Clean splashback
- Wipe cupboards
- Dust all surfaces
- Clean inside dishwasher
- Dust baseboards
- Wipe down counters
- Clean and back sink
- Clean inside oven
- Clean inside cabinets
- Clean exhaust fan and filters
- Clean visible appliances
- Clean and polish tapware
- Polish stainless-steel surfaces

❖ Check

- Report any damages to the agent
- Check lights are working
- Stove, oven and rangehood in working condition
- Report any cracks on surfaces, walls and floor tiles
- Do walkover once clean is complete

BEDROOM & LIVING AREA

❖ DUTIES

- Dust all surfaces
- Clean light switches and outlets
- Vacuum carpet
- Clean floors
- Wipe windowsills/tracks
- Dust and wipe blinds
- Dust and clean doors
- Vacuum/Mop all accessible floors
- Wipe and clean aircon filters
- Remove visible marks on walls
- Spot clean any scuffs or stains on walls or doors
- Clean and vacuum upholstery (if applicable)
- Cobweb removal
- Empty bins
- Dust and wipe skirting boards

❖ Check

- Report any damages to the agent
- Check lights and aircon in working condition
- Advise agent of any belongings or valuables left behind
- Do walk over once clean is complete

BALCONY/LIFTS

❖ DUTIES

- Wipe down outdoor table and chairs
- Wipe lift call buttons and hand rails
- Sweep floor area
- Remove rubbish
- Mop surfaces where accessible

❖ Check

- Balcony damage
- Call/open and close buttons working
- Lift interior damage

BEFORE LEAVING

❖ FINAL CHECKS

- Main/back/sliding door locked
- Before and after photos for proof of clean
- Return keys
- Turn off all lights
- Change key code
- Advise owner/agent on completion

ADDITIONAL TASKS

❖ ADDED SERVICES (UPON SELECTION) AT ADDITIONAL CHARGE:

- Internal windows
- External windows
- Sliding doors windows
- Balcony balustrade
- BBQ clean
- Wall washing
- Pool balustrade
- Garage clean