

SUPERVISOR CHECKLIST

role



- check bathrooms are cleaned properly sinks cleaned taps shined up
- mould removed around shower or bath
- all windows and glass cleaned mirrors
- under & behind toilet and sink cleaned
- floor cleaned properly
- kitchen worktops clean utensils shine up
- fronts of units cleaned
- skirting boards are cleaned
- pictures windows
- floor hoovered properly no crumbs left and mopped properly
- all rooms polished hoovered and mopped properly
- all polishing done properly ornaments etc moved and cleaned underneath
- entrance door bars hoovered and cleaned
- doors wiped down
- any marks removed on walls radiators
- plugs and light switches cleaned
- cobwebs removed
- edges are hoovered in each room

make sure all team members know there jobs and are using their checklists

if any problems report to Lillian

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