

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

if any problems report to Lillian

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