

# 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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