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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