Gompels

Making
Life
Easier

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Living areas - task sheet

daily tasks

week ending.....

Living areas tasks	sun	mon	tues	wed	thurs	fri	sat
	completed by						
stairs Spot cleaning of stairs.							
beds Make all beds, change all linen if bed linen is soiled.							
hoover Hoover all floor areas.							
check working order Replace any blown bulbs etc or report items that need mending.							
glass Remove any finger prints or other marks from mirrors or glass / windows with glass cleaner.							

checked by (supervisor)	sun	mon	tues	wed	thurs	fri	sat