

Living areas - task sheet

weekly tasks

week ending.....

Living areas tasks	sun	mon	tues	wed	thurs	fri	sat
	completed by						
hoover							
chairs / suites <small>Wipe down or Hoover any dust that may have gathered in the frame work of wooden framed chairs / suites.</small>							
skirting boards <small>Clean all skirting boards with a damp cloth to remove any dust that may have gathered over the week.</small>							
window ledges <small>With a damp cloth wipe down window ledges.</small>							
bed linen <small>Change all beds to fresh clean linen.</small>							
glass <small>Clean all mirrors.</small>							

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