

Client's Pre-Appointment Checklist

- ☐ Deactivate any alarms or security systems and avoid engaging any additional locks to allow a house cleaner freely to move around the house. Make sure that a house cleaner has easy access to all the rooms and areas that are required to be cleaned.
- ☐ If you allow a house cleaner to park on your driveway, make sure the parking space is ready. By preparing the parking space ahead of time, you are helping your cleaner to work more efficiently and ensuring the process of unloading all the necessary tools and equipment to be easy and fast.
- ☐ Prepare the surfaces that are going to be cleaned. This includes emptying sinks, bathtubs, and other surfaces from obstructive objects.
- ☐ Empty the doorway to allow easy access for the housecleaner to bring in all the necessary equipment and supplies.
- ☐ Ensure that everyone in the house is aware of the upcoming cleaning appointment and has an idea of how long it will take.
- ☐ Secure the pets.



- ☐ It is essential to ensure that the needs of all household members are accommodated. Some individuals may have special needs that require specific considerations. Ensure that clear instructions are given to the housecleaner in advance, so the cleaner knows exactly what needs to be done and any specific preferences or requirements
- ☐ Put away all the valuables. Instruct a house cleaner how your expensive artwork, antiques, or fragile decorations must be cleaned.
- ☐ Inform a housecleaner in writing or in person if there are any specific or broken items you want a cleaner to avoid dusting or be extra careful with.
- ☐ Payment is due on the day of the service. Please make sure that a check or cash is ready and left on the counter for a housecleaner to collect or an online payment is made instead.
- ☐ Give a housecleaner instructions in which order the rooms must be cleaned. Provide specific instructions for each room if necessary.
Do you have any additional cleaning or general requests?
- ☐ Move any furniture that you want a housecleaner to work behind.
- ☐ Inform a housecleaner where the outside trash containers are located.
- ☐ Provide Instructions regarding how a housecleaner can leave the house after cleaning, in case if no one will be at home .
- ☐ Inform a housecleaner about a preferable time for your next appointment

