

# Foxtons cleaning specifications

## Throughout property

What to clean	Action to take
All areas, including light fittings and shades, light switches, rails, skirting, spindles and banisters, curtain rails, pictures, mirrors, fire surrounds and radiators	Dust throughout and wipe down where necessary.
All glass (furniture tops, mirrors, picture frames etc)	Clean with appropriate cleaner.
Windows	Clean inside and out (where possible), wipe down sills.
Drawers and shelves	Clear out any rubbish (newspapers and magazines etc). Retain phone books, instruction manuals etc.
Upholstery	Vacuum throughout, also lift cushions and vacuum underneath.
Wooden furniture	Wipe clear of dust.
Vacuum cleaner	Wipe down and check that filters are clean.
Rubbish	Bag and remove to communal bin area. Removal of any excessive rubbish to the tip is chargeable

## Flooring throughout

What to clean	Action to take
Carpets	Vacuum to edges, steam clean and move furniture (where possible) for access where required.
Hard floors	Wash down and polish.

## Kitchen

What to clean	Action to take
Work surfaces	Wipe down and polish.
Cupboards and drawers	Clean inside and out. Dispose of all old food, carrier bags etc. Do not throw away instruction manuals.
Dirty utensils, glassware, cutlery, crockery, pots and pans	Wash up and stack neatly in sets. Sink and taps Clean, descale and polish.
Wall tiles	Degrease, wash and polish. Remove any mould growth from grouting.
Oven	Clean internally to remove build up of grease. Wipe down exterior and polish any external chrome or stainless steel.
Extractor	Wipe down exterior, clean filter and remove any built-up grease.
Fridge/freezer	Wipe down exterior. Defrost and clean inside removing all grime, mildew and food deposits. Leave switched on
Washing machine	Wipe down exterior, clean out soap drawer and filters if accessible.

## Kitchen (continued)

What to clean	Action to take
Dishwasher	Wipe down exterior. Clean inside removing any grease or food deposits. Clean filters if accessible.
Small kitchen appliances, e.g. kettle, toaster, microwave	Wipe down. Clear crumbs out of toaster. Clean inside of microwave.
Bins	Empty, wipe down outside and clean inside. Put in fresh bag.

## Bathroom

What to clean	Action to take
Shower screen	De-scale, wash down and polish.
Wall tiles	De-scale, wash down and polish. Remove mould growth from grouting.
Bath, basin, taps, shower and fittings	Clean, de-scale and polish.
Toilet (including seat)	Clean, de-scale pan and brush clean. Polish.
All soap and shampoo etc	Remove and clear any residue.
Mirrors	Clean and polish.
Towels	Clean, stack neatly in a cupboard or drawer.

## Bedroom

What to clean	Action to take
All bedroom furniture/storage units	Clean inside and out. Polish.
Mattresses	Lift and vacuum underneath.
Beds	Make up with clean linen.

## Outside area

What to clean	Action to take
Hard areas (patios and paving etc)	Swept.
Rubbish	Removed.