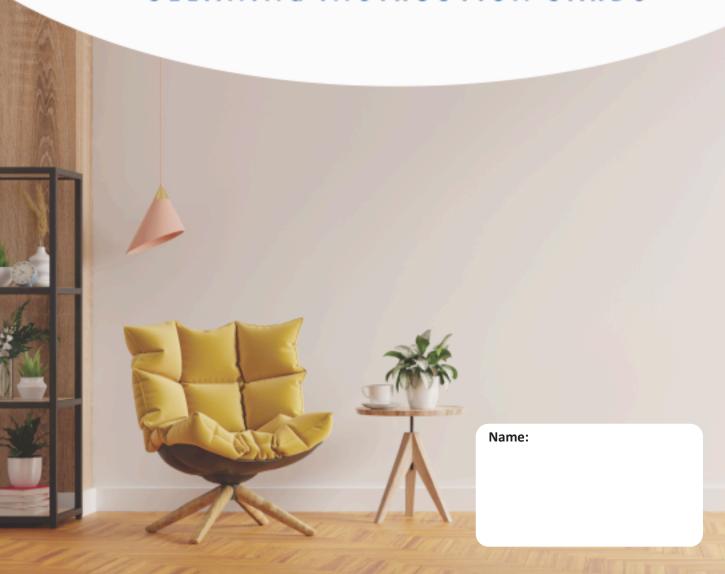


## DOMESTIC AND HOUSEKEEPERS CLEANING

CLEANING INSTRUCTION CARDS



Cleaning MasterClass - Domestic & Housekeepers CIC Package Ver 1 © 2022. All rights reserved



## Cleaning Instruction Cards for Domestic & Housekeepers

Copyright © 2022 Green's Global Trading Ltd t/a Cleaning Masterclass

All rights reserved. No part of this manual may be reproduced in any form by any electronic or mechanical means including photocopying, recording, or information storage and retrieval without permission in writing from the author.

Website: www.cleaningmasterclass.com

Email: info@cleaningmasterclass.com

## Disclaimer

The author, publishers and all other persons engaged in the production of this manual including affiliates, will not accept liability for any loss of income in connection with reliance on the information thus provided. The contents are provided for general information, concurrent with generally accepted practice, but it is for the user of the contents to apply the information at their own discretion No warranty is given as to the accuracy of the information provided, except those warranties which are required to be provided under applicable laws of the country of purchase

The author, publisher and all persons associated with the production of this handbook would advise that in cases of doubt or dispute that the user obtain professional advice.



## CONTENTS

Introduction		Cleaning by Area	
Important Information	4	Cleaning Bathrooms	74
		Cleaning Bedrooms	
Essential Cleaning Principles		How to Make the Perfect Bed	78
Impact of Cleaning	6	Cleaning Living Rooms & Other General Rooms	80
Stages of Cleaning	13	Cleaning Kitchens	
Cleaning Standards			
Attention To Detail		Essential Customer Service	
Good Housekeeping Practices - What To Look For		First Impressions Count	
Good Housekeeping Practices - 6's	22	Courtesy and Attitude Matters	
Fountial Olamina Tanhninga		Face-to-Face	
Essential Cleaning Techniques	0.4	Nonverbal Communication	
Wet Cleaning		It's Ok to Ask Questions	
Damp Cleaning		Listening	
4-Sides of a Cloth		Rapport	
Mopping Technique		Meeting Customers' Needs	
Wet Mopping		How to Handle Difficult Customers	
Damp Mopping		Security and Confidentiality	98
Vacuum Cleaning		Hoolib Q Oofale	
Disinfecting a Surface		Health & Safety	
Descaling a Surface	38	General Site Safety	
Cleaning by Surface		Be Safe! Your Guide To Preventing Slips	
	40	Safe use, Handling and Storage of Cleaning Products	
Cleaning Toilets		When To Change The Solution	
Cleaning Sinks and Taps		How To Dilute Cleaning Products	
Cleaning Showers		Dilution Table	
Cleaning Baths		Guidelines for Safe Working Practice	
Cleaning Ovens		Guidelines to Prevent Work-Related Injuries	
Cleaning Microwave Ovens		Guidelines for Safe Manual Handling	
Cleaning Dishwashers		Care & Cleaning of Cleaning Equipment	
Cleaning Windows		Visual Checks of Electrical Equipment	
Cleaning Small-Paned Windows & Mirrors		Electrically powered Equipment Safety Guidance	
Cleaning Computers, Telephones & Appliances		Hand Washing Guide	
Cleaning TV's, Monitors, Displays		Personal Hygiene	
Cleaning Computer Keyboards		Good Practice Guidance for Lone Workers	117
Awareness of Delicate and Antique Surfaces			
Care of Delicate and Antique Wooden Surfaces (Dry)			
Care of Delicate and Antique Wooden Surfaces (Damp).			
Care of Delicate and Antique Stone Surfaces (Dry)	72		