

Cleaning Manual for Golden Pit Ranch

Standard Cleaning

Total cleaning time: 7 hours 45 minutes 20 seconds

Floor: Grand Floor

Standard Cleaning

Total floor cleaning time: 7 hours 45 minutes 20 seconds

Room: Guest Bathroom

Standard Cleaning

Total cleaning time: 53 minutes 26 seconds

**Bathroom Preliminary Operations**

- |   |  |       |
|---|--|-------|
| 1 | Remove all room accessories  | 00:45 |
| 2 | Collect towels and clothes to be laundered into blue plastic bag and remove the bag                  | 00:30 |
| 3 | Put out fresh towels and hang/fold them evenly   | 00:45 |
| 4 | Collect trash into black plastic bag and take the bag outside of room and replace liner if necessary | 00:40 |

Cleaning time: 2 minutes 40 seconds

**2 x Wall Lamp (close non-fabric shade, no crystals)**

- |   |  |       |
|---|--|-------|
| 1 | Switch off the lamp letting shades cool off. Wipe shades and other surfaces with wiping cloth. Replace bulbs as needed | 01:30 |
|---|--|-------|

Cleaning time: 1 minute 30 seconds

**Wall Lamp (open non-fabric shade, no crystals)**

- |   |   |       |
|---|---|-------|
| 1 | Switch off the lamp letting bulbs cool off. Wipe shades, bulbs and other surfaces. Replace bulbs as needed. | 01:05 |
|---|---|-------|

Cleaning time: 1 minute 5 seconds

**Window 12 sq.ft**

- |   |   |       |
|---|---|-------|
| 1 | Wipe clean frame with wiping cloth and appropriate cleanser.                        | 00:24 |
| 2 | Wipe clean glass with glass cleanser and microfiber wiping cloth from top to bottom | 00:48 |
| 3 | Check for smudges and streaks and re-clean as needed                                | 00:12 |

Cleaning time: 1 minute 24 seconds

**Shutters (wood) 12 sq.ft**

- |   |  |       |
|---|--|-------|
| 1 | Dust shutters with microfiber dusting tool from top to bottom. | 00:24 |
| 2 | Clean with damp microfiber cloth from top to bottom.           | 04:00 |

Cleaning time: 4 minutes 24 seconds

**Sink Surface (porcelain)**

- |   |  |       |
|---|--|-------|
| 1 | Remove the drain catch and clean away any debris                   | 00:08 |
| 2 | Wipe clean with non-abrasive all-purpose cleanser and wiping cloth | 00:45 |

Cleaning time: 53 seconds

**Sink Hardware (chrome)**

- |   |   |       |
|---|---|-------|
| 1 | Eliminate water spots and calcium build-in by cleanser used only on chrome and damp non-abrasive scrubbing tool | 00:50 |
| 2 | Use a clean wiping tool to remove soap residue  | 00:12 |
| 3 | Use a polishing tool to dry and buff hardware   | 00:25 |

Cleaning time: 1 minute 27 seconds

**Toilet Surface (ceramic)**

- |   |   |       |
|---|---|-------|
| 1 | Scrub clean toilet interior with cleanser and scrubbing brush                                   | 01:20 |
| 2 | Wipe clean all exterior surfaces (lids, tank, base) with disinfectant cleanser and wiping cloth | 01:45 |
| 3 | Dry all surfaces with drying cloth  | 00:28 |
| 4 | Flush clean toilet water  | 00:03 |

Cleaning time: 3 minutes 36 seconds

**Tub Hardware (chrome)**

- |   |   |       |
|---|---|-------|
| 1 | Eliminate water spots and calcium build-in by cleanser used only on chrome and damp non-abrasive scrubbing tool | 01:00 |
| 2 | Use a clean wiping tool to remove soap residue  | 00:15 |
| 3 | Use a polishing tool to dry and buff hardware   | 00:30 |

Cleaning time: 1 minute 45 seconds

**Tub Surface (enamel)**

- |   |  |       |
|---|--|-------|
| 1 | Clean exterior of bathtub with appropriate cleanser and wiping tool    | 01:30 |
| 2 | Clean interior of bathtub with appropriate cleanser and scrubbing tool | 03:00 |
| 3 | Rinse and dry interior with appropriate wiping tool                    | 01:00 |

Cleaning time: 5 minutes 30 seconds

**Bathroom Tub Curtains**

- |   |   |       |
|---|---|-------|
| 1 | Wipe down shower curtain with multi-purpose cleanser and wiping cloth | 02:05 |
|---|---|-------|

Cleaning time: 2 minutes 5 seconds

#### Shower Hardware (chrome)

- |   |   |       |
|---|---|-------|
| 1 | Eliminate water spots and calcium build-in by cleanser used only on chrome and damp non-abrasive scrubbing tool | 01:00 |
| 2 | Use a clean wiping tool to remove soap residue  | 00:15 |
| 3 | Use a polishing tool to dry and buff hardware   | 00:30 |

Cleaning time: 1 minute 45 seconds

#### Shower Surface (tile)

- |   |   |       |
|---|---|-------|
| 1 | Remove all shower accessories   | 00:15 |
| 2 | Clean surfaces with wiping cloth and an all purpose cleanser                              | 03:15 |
| 3 | Using scrubbing tool, clean grout as needed with grout cleanser                           | 01:20 |
| 4 | Remove any visible mold and mildew with appropriate cleanser and scrubbing tool as needed | 00:45 |
| 5 | Individually wipe shower accessories and return in original required position             | 00:30 |

Cleaning time: 6 minutes 5 seconds

#### Bathroom Tub Mats

- |   |   |       |
|---|---|-------|
| 1 | Remove from bathtub to facilitate cleaning  | 00:03 |
| 2 | Wash bathtub mats                           | 00:40 |
| 3 | Fold and return bathtub mats in their place | 00:04 |

Cleaning time: 47 seconds

#### 2 x Bathroom Tub Towels

- |   |  |       |
|---|--|-------|
| 1 | Remove tub towels for wash as needed                   | 00:04 |
| 2 | Fold and straighten fresh or existing towels as needed | 00:08 |

Cleaning time: 12 seconds

#### Standing Towel Rack

- |   |                          |       |
|---|--------------------------|-------|
| 1 | Clean with wiping cloth. | 00:25 |
|---|--------------------------|-------|

Cleaning time: 25 seconds

#### Trash can

- |   |  |       |
|---|--|-------|
| 1 | Remove all debris and place in separate bag.             | 00:08 |
| 2 | Wipe clean interior of trash can with wiping cloth.      | 00:27 |
| 3 | Spray can with disinfectant and replace liner if needed. | 00:04 |

Cleaning time: 39 seconds

#### Shelf (glass)

- |   |   |       |
|---|---|-------|
| 1 | Remove accessories                        | 00:10 |
| 2 | Clean the glass surface with wiping cloth | 00:12 |
| 3 | Clean accessories and replace             | 00:30 |

Cleaning time: 52 seconds

#### Drawer Exterior 4 sq.ft

- |   |  |       |
|---|--|-------|
| 1 | Clean drawer exterior with wiping cloth and appropriate cleanser | 00:28 |
| 2 | Polish hardware with appropriate polish and polishing cloth      | 00:16 |

Cleaning time: 44 seconds

#### Vanity table

- |   |   |       |
|---|---|-------|
| 1 | Remove all table accessories from Vanity table  | 00:40 |
| 2 | Pull chair away from Vanity table   | 00:02 |
| 3 | Dust Vanity table entire table surface, base, and legs with feather dusting tool      | 01:45 |
| 4 | Wipe clean any smudges and spots with soft microfiber wiping cloth                    | 01:25 |
| 5 | Polish/wax Vanity table, base and legs with dusting cloth and appropriate polish/wax. | 01:45 |
| 6 | Put back chair evenly positioned.   | 00:03 |
| 7 | Replace all table accessories carefully on Vanity table                               | 01:20 |

Cleaning time: 7 minutes 0 seconds

#### Mirror (no frame) 6 sq.ft

- |   |   |       |
|---|---|-------|
| 1 | Wipe clean with wiping cloth and cleanser using ladder to reach all sides from top to bottom. | 00:30 |
| 2 | Recheck mirror to be sure there are no streaks or smudges visible.                            | 00:06 |

Cleaning time: 36 seconds

#### Outlet Plate

- |   |  |       |
|---|--|-------|
| 1 | Clean with all purpose solution and wiping cloth | 00:05 |
| 2 | Polish if needed                                 | 00:03 |

Cleaning time: 8 seconds

#### 3 x Switch Plate

- |   |  |       |
|---|--|-------|
| 1 | Clean with all purpose solution and wiping cloth | 00:15 |
|---|--|-------|

2 Polish if needed 00:09

Cleaning time: 24 seconds

**Table Vase**

- 1 Remove dust with dusting tool 00:05
- 2 Wipe with wiping cloth 00:10

Cleaning time: 15 seconds

**Room Door (no glass)**

- 1 Open door and vacuum frame, top and sides and crevices of door 00:40
- 2 Clean all smudges with wiping cloth and all purpose cleanser 00:50
- 3 Polish door handle with appropriate polish and polishing cloth 00:15

Cleaning time: 1 minute 45 seconds

**Ceramic tile floor 40 sq.ft**

- 1 Move furniture as needed 00:40
- 2 Clean floor with mop and appropriate cleanser 01:20
- 3 Replace furniture 00:40

Cleaning time: 2 minutes 40 seconds

**Baseboards 15 ft**

- 1 Clean with wiping cloth 01:15

Cleaning time: 1 minute 15 seconds

**Bathroom Final Touches**

- 1 Check that all counter accessories are in orderly manner 00:15
- 2 Wipe down if necessary all room accessories and put them back 00:45
- 3 Replace tissue and toilet paper as needed 00:25
- 4 Check switch plates for smudges and polish 00:10

Cleaning time: 1 minute 35 seconds

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**Room: Dining Room**

**Standard Cleaning**

Total cleaning time: 57 minutes 10 seconds

**Floor (vacuuming) 216 sq.ft**

- 1 Vacuum floor including baseboards 03:36

Cleaning time: 3 minutes 36 seconds

**2 x Ceiling Lamp (close non-fabric shade, no crystals)**

- 1 Switch off the lamp letting shades cool off. Wipe shades and other surfaces with wiping cloth. Replace bulbs as needed. 01:50

Cleaning time: 1 minute 50 seconds

**Table Lamp (fabric shade)**

- 1 Switch off the lamp letting bulb cool off. Vacuum with brush attachment. Wipe bulb and other surfaces. Replace bulb as needed. 01:15

Cleaning time: 1 minute 15 seconds

**Window 104 sq.ft**

- 1 Wipe clean frame with wiping cloth and appropriate cleanser. 03:28
- 2 Wipe clean glass with glass cleanser and microfiber wiping cloth from top to bottom 06:56
- 3 Check for smudges and streaks and re-clean as needed 01:44

Cleaning time: 12 minutes 8 seconds

**Buffet/Console (no glass)**

- 1 Dust the entire surfaces with dusting cloth 00:35
- 2 Polish hardware with polishing cloth 00:15
- 3 Polish other surfaces with polishing cloth as needed 00:22

Cleaning time: 1 minute 12 seconds

**Sofa (fabric)**

- 1 Remove cushions from sofa 00:06
- 2 Vacuum fabric 01:45
- 3 Replace cushions 00:06

Cleaning time: 1 minute 57 seconds

**7 x Pillow**

- 1 Shake and fluff pillow and replace on furniture 00:35

Cleaning time: 35 seconds

**Love Seat (fabric)**

1	Remove cushions from love seat	00:04
2	Vacuum fabric	01:25
3	Replace cushions	00:04
Cleaning time: 1 minute 33 seconds		
<b>4 x Pillow</b>		
1	Shake and fluff pillow and replace on furniture	00:20
Cleaning time: 20 seconds		
<b>4 x Chair (fabric)</b>		
1	Vacuum all surfaces	01:48
Cleaning time: 1 minute 48 seconds		
<b>4 x Pillow</b>		
1	Shake and fluff pillow and replace on furniture	00:20
Cleaning time: 20 seconds		
<b>Dining table</b>		
1	Remove all table accessories from Dining table	00:20
2	Pull chairs away from Dining table	00:32
3	Dust Dining table entire surface, base, and legs with feather dusting tool	01:30
4	Wipe clean any smudges and spots with soft microfiber wiping cloth	01:15
5	Polish/wax Dining table, base and legs with dusting cloth and appropriate polish/wax.	01:30
6	Put back chairs evenly positioned.	00:40
7	Replace all table accessories carefully on Dining table	00:40
Cleaning time: 6 minutes 27 seconds		
<b>End table</b>		
1	Remove all table accessories from End table	00:10
2	Dust End table entire table surface, base, and legs with feather dusting tool	00:35
3	Wipe clean any smudges and spots with soft microfiber wiping cloth	00:30
4	Polish/wax End table, base and legs (if applicable) with dusting cloth and appropriate polish/wax.	00:35
5	Replace all table accessories carefully on End table	00:20
Cleaning time: 2 minutes 10 seconds		
<b>3 x Outlet Plate</b>		
1	Clean with all purpose solution and wiping cloth	00:15
2	Polish if needed	00:09
Cleaning time: 24 seconds		
<b>Switch Plate</b>		
1	Clean with all purpose solution and wiping cloth	00:05
2	Polish if needed	00:03
Cleaning time: 8 seconds		
<b>Wall Art (framed, with protection glass)</b>		
1	Dust frame with dusting tool	00:07
2	Spray wiping cloth and clean glass surface	00:12
Cleaning time: 19 seconds		
<b>Table Sculpture</b>		
1	Remove dust with dusting tool	00:10
Cleaning time: 10 seconds		
<b>Rug 6 sq.ft</b>		
1	Vacuum carefully using appropriate attachments	00:18
Cleaning time: 18 seconds		
<b>Hardwood floor 216 sq.ft</b>		
1	Move furniture as needed	03:36
2	Clean floor with damp mop and appropriate cleanser	07:12
3	Polish floor as needed with appropriate polish	03:36
4	Replace furniture	03:36
Cleaning time: 18 minutes 0 seconds		
<b>Baseboards 32 ft</b>		
1	Clean with wiping cloth	02:40
Cleaning time: 2 minutes 40 seconds		

**Breakfast Area Preliminary Operations**

- 1 Remove all dishes from table and bring to sink for cleaning. 00:25

Cleaning time: 25 seconds

**Floor (vacuuming) 240 sq.ft**

- 1 Vacuum floor including baseboards 04:00

Cleaning time: 4 minutes 0 seconds

**2 x Ceiling Lamp (close non-fabric shade, no crystals)**

- 1 Switch off the lamp letting shades cool off. Wipe shades and other surfaces with wiping cloth. Replace bulbs as needed. 01:50

Cleaning time: 1 minute 50 seconds

**Wall Lamp (close non-fabric shade, no crystals)**

- 1 Switch off the lamp letting shades cool off. Wipe shades and other surfaces with wiping cloth. Replace bulbs as needed 00:45

Cleaning time: 45 seconds

**Floor Lamp (non-fabric shade)**

- 1 Switch off the lamp letting bulb cool off. Wipe shade, bulb and other surfaces. Replace bulb as needed. 01:25

Cleaning time: 1 minute 25 seconds

**Sink Surface (stainless steel)**

- 1 Remove drain catch and clean away debris 00:08  
 2 Wipe clean with stainless steel cleanser and non-abrasive scrubbing tool 00:45  
 3 Rinse sink with warm water and dry with drying cloth 00:15  
 4 Polish sink with stainless steel polish as needed 00:12

Cleaning time: 1 minute 20 seconds

**Sink Hardware (chrome)**

- 1 Eliminate water spots and calcium build-in by cleanser used only on chrome and damp non-abrasive scrubbing tool 00:50  
 2 Use a clean wiping tool to remove soap residue 00:12  
 3 Use a polishing tool to dry and buff hardware 00:25

Cleaning time: 1 minute 27 seconds

**Soap Dispenser**

- 1 Wipe clean and polish with appropriate cleanser and refill as needed. 00:35

Cleaning time: 35 seconds

**Refrigerator Exterior**

- 1 Turn off electricity, move refrigerator and use brush attachment to vacuum coils 01:25  
 2 Clean rubber gasket seal on refrigerator doors with wiping cloth 00:22  
 3 Clean surface with wiping cloth and appropriate cleanser 01:15  
 4 Remove grill from bottom of refrigerator and remove and clean the drip pan as needed 00:21  
 5 Turn on electricity 00:01

Cleaning time: 3 minutes 24 seconds

**Refrigerator Interior**

- 1 Remove all items from refrigerator checking for those that have expired dates 04:30  
 2 Clean interior of refrigerator from top to bottom with mild detergent and wiping cloth 04:45  
 3 Dry interior of refrigerator with dry cloth or paper towel 02:15  
 4 Clean and dry plastic drawers and shelves in hot soapy water with scrubbing sponge 02:30  
 5 Place back plastic drawers and shelves 00:30  
 6 Take out removeable drawers and shelves letting any glass surface warm up before washing 00:27  
 7 Wipe and return all non-expired items back into the refrigerator placing any needed items on shopping list 06:30  
 8 Remove food items from the freezer checking for those that have expired dates 01:25  
 9 Clean shelves, panels and drawers of the freezer with wiping cloth 03:45  
 10 Remove ice from ice drawer and wipe clean with wiping cloth (if applicable) 00:15  
 11 Return all non-expired items back into the freezer placing any needed items on shopping list 02:25

Cleaning time: 29 minutes 17 seconds

**Oven Exterior**

- 1 Clean glass surfaces with glass cleanser and wiping cloth 00:15  
 2 Clean non-glass surfaces 00:12  
 3 Polish non-glass surfaces with polishing cloth 00:07

Cleaning time: 34 seconds

**Oven Interior**

1	Remove racks and soak in hot water with soap or use oven cleanser to remove grime	00:20
2	Clean interior using oven cleanser and scrubbing sponge following instructions carefully	02:15
3	Replace racks inside oven	00:12

Cleaning time: 2 minutes 47 seconds

#### Oven Exterior

1	Clean glass surfaces with glass cleanser and wiping cloth	00:15
2	Clean non-glass surfaces	00:12
3	Polish non-glass surfaces with polishing cloth	00:07

Cleaning time: 34 seconds

#### Oven Interior

1	Remove racks and soak in hot water with soap or use oven cleanser to remove grime	00:20
2	Clean interior using oven cleanser and scrubbing sponge following instructions carefully	02:15
3	Replace racks inside oven	00:12

Cleaning time: 2 minutes 47 seconds

#### Gas Burner Stove Top

1	Remove and clean the iron holders, grids/grills, burner caps and control knobs	02:30
2	Clean vent/hood and stove top of range oven with oven cleanser and scrubbing sponge	03:15
3	Polish top surface with polishing cloth	00:45
4	Replace iron burner caps, grids/grills, holders and control knobs	00:18

Cleaning time: 6 minutes 48 seconds

#### Gas Burner Stove Top

1	Remove and clean the iron holders, grids/grills, burner caps and control knobs	02:30
2	Clean vent/hood and stove top of range oven with oven cleanser and scrubbing sponge	03:15
3	Polish top surface with polishing cloth	00:45
4	Replace iron burner caps, grids/grills, holders and control knobs	00:18

Cleaning time: 6 minutes 48 seconds

#### Blender

1	Clean with wiping cloth	00:12
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Cleaning time: 12 seconds

#### Countertop Surface (acryl) 27 sq.ft

1	Remove all accessories from countertop	01:21
2	Clean countertop with scrubbing pad and water or an all purpose cleanser	02:15
3	Individually wipe accessories and return on countertop in original required position	04:03

Cleaning time: 7 minutes 39 seconds

#### Countertop Surface (wood) 16.5 sq.ft

1	Remove all accessories from countertop	00:51
2	Clean countertop with wiping cloth and water	01:08
3	Kill bacteria using appropriate disinfectant	00:34
4	Seal with mineral oil (at least 1 time per month)	00:34
5	Individually wipe accessories and return on countertop in original required position	02:33

Cleaning time: 5 minutes 40 seconds

#### Shelf (glass)

1	Remove accessories	00:10
2	Clean the glass surface with wiping cloth	00:12
3	Clean accessories and replace	00:30

Cleaning time: 52 seconds

#### Drawer Exterior 5 sq.ft

1	Clean drawer exterior with wiping cloth and appropriate cleanser	00:35
2	Polish hardware with appropriate polish and polishing cloth	00:20

Cleaning time: 55 seconds

#### Pantry closet

1	Remove food items	01:30
2	Clean shelves with wiping cloth	02:00
3	Clean and return items individually checking expiration dates	04:00
4	Place any needed items on shopping list	01:00

Cleaning time: 8 minutes 30 seconds

#### 3 x Chair (non-fabric)

1	Dust all surfaces with dusting cloth	00:54
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2	Polish surface with polishing cloth	00:36
Cleaning time: 1 minute 30 seconds		
<b>3 x Pillow</b>		
1	Shake and fluff pillow and replace on furniture	00:15
Cleaning time: 15 seconds		
<b>5 x Outlet Plate</b>		
1	Clean with all purpose solution and wiping cloth	00:25
2	Polish if needed	00:15
Cleaning time: 40 seconds		
<b>Electronic Device, Always On</b>		
1	CAUTION: Wear dry rubber gloves. Dust carefully all surfaces of the electronic device with dry non-conductive dusting tool	00:07
Cleaning time: 7 seconds		
<b>Closet Door (no glass)</b>		
1	Open door and vacuum frame, top and sides and crevices of door	00:40
2	Clean all smudges with wiping cloth and all purpose cleanser	00:50
3	Polish door handle with appropriate polish and polishing cloth	00:15
Cleaning time: 1 minute 45 seconds		
<b>Rug 12 sq.ft</b>		
1	Vacuum carefully using appropriate attachments	00:36
Cleaning time: 36 seconds		
<b>Hardwood floor 240 sq.ft</b>		
1	Move furniture as needed	04:00
2	Clean floor with damp mop and appropriate cleanser	08:00
3	Polish floor as needed with appropriate polish	04:00
4	Replace furniture	04:00
Cleaning time: 20 minutes 0 seconds		
<b>Baseboards 13 ft</b>		
1	Clean with wiping cloth	01:05
Cleaning time: 1 minute 5 seconds		
<b>Breakfast Area Final Touches</b>		
1	Organize all chairs in breakfast area neatly.	00:21
Cleaning time: 21 seconds		

**Room: Living room**

**Standard Cleaning**

Total cleaning time: 1 hour 17 minutes 40 seconds

**Storage Closet**

1	Vacuum dust from any accessible surfaces	03:30
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Cleaning time: 3 minutes 30 seconds

**Fireplace Real Wood Burning Chamber**

1	Remove soot and grime from fireplace grate with wire brush	00:22
2	Remove andirons and set aside for cleaning	00:07
3	Vacuum or sweep remaining wood ashes from firebox	00:45
4	Clean firebox chamber with vinegar or washing soda and warm water using stiff bristled brush	04:30
5	Rinse with warm water and let dry	01:10
6	Wipe clean andirons and grate and then put back into chamber	00:18

Cleaning time: 7 minutes 12 seconds

**Fireplace Mantel (wood)**

1	Remove all accessories from wood mantel	00:10
2	Wipe mantel with dusting cloth	00:15
3	Polish wood mantel as needed	00:15
4	Clean accessories with wiping cloth and replace on mantel	00:20

Cleaning time: 1 minute 0 seconds

**Fireplace Surround (stone)**

1	Clean surround with wiping cloth and water or stone cleaner	00:28
2	Polish and seal stone as needed	00:18

Cleaning time: 46 seconds

**Fireplace Protection Screen (metal)**

1	Vacuum screen	00:27
2	Dust exterior frame	00:25
3	Polish metal frame as needed	00:15
Cleaning time: 1 minute 7 seconds		
<b>Fireplace Hearth (stone or brick)</b>		
1	Clean hearth with wiping cloth and water or stone cleaner	00:22
2	Polish and seal stone as needed	00:18
Cleaning time: 40 seconds		
<b>Fireplace Tool Sets</b>		
1	Remove tools from tool set holder	00:09
2	Vacuum stand	00:20
3	Clean stand with wiping cloth	00:18
4	Clean tools with wiping cloth and replace on stand	00:25
Cleaning time: 1 minute 12 seconds		
<b>Floor (vacuuming) 234 sq.ft</b>		
1	Vacuum floor including baseboards	03:54
Cleaning time: 3 minutes 54 seconds		
<b>Ceiling Lamp (close non-fabric shade, no crystals)</b>		
1	Switch off the lamp letting shades cool off. Wipe shades and other surfaces with wiping cloth. Replace bulbs as needed.	00:55
Cleaning time: 55 seconds		
<b>Window 40 sq.ft</b>		
1	Wipe clean frame with wiping cloth and appropriate cleanser.	01:20
2	Wipe clean glass with glass cleanser and microfiber wiping cloth from top to bottom	02:40
3	Check for smudges and streaks and re-clean as needed	00:40
Cleaning time: 4 minutes 40 seconds		
<b>Blinds (non-fabric) 40 sq.ft</b>		
1	Dust with dusting microfiber tool from top to bottom.	01:20
2	Wipe with wiping microfiber cloth from top to bottom.	16:40
Cleaning time: 18 minutes 0 seconds		
<b>2 x Sofa (fabric)</b>		
1	Remove cushions from sofa	00:12
2	Vacuum fabric	03:30
3	Replace cushions	00:12
Cleaning time: 3 minutes 54 seconds		
<b>13 x Pillow</b>		
1	Shake and fluff pillow and replace on furniture	01:05
Cleaning time: 1 minute 5 seconds		
<b>Ottoman (fabric)</b>		
1	Vacuum all surfaces	01:05
Cleaning time: 1 minute 5 seconds		
<b>Outlet Plate</b>		
1	Clean with all purpose solution and wiping cloth	00:05
2	Polish if needed	00:03
Cleaning time: 8 seconds		
<b>2 x Switch Plate</b>		
1	Clean with all purpose solution and wiping cloth	00:10
2	Polish if needed	00:06
Cleaning time: 16 seconds		
<b>TV set/Monitor</b>		
1	Turn off the device	00:01
2	Vacuum all surfaces except screen	00:30
3	Wipe the screen with specially formulated screen tissues or wiping cloth	00:12
4	Clean other sides with wiping cloth	00:20
Cleaning time: 1 minute 3 seconds		
<b>Electronic Device</b>		
1	Turn off the device	00:01



- 2 Dust all surfaces of the electronic device with dusting tool (lift device to clean underneath) 00:12
- 3 Clean all smudges with wiping cloth 00:06

Cleaning time: 19 seconds

**Stand Plants**

- 1 Remove any dead leaves from plant. 00:15
- 2 Wipe clean leaves with damp wiping cloth as needed. 02:25
- 3 Water plant in accordance with instructions. 00:20
- 4 Wipe clean and dry plant holder 00:22

Cleaning time: 3 minutes 22 seconds

**Entrance Door (with glass)**

- 1 Open door and vacuum frame, top and sides and crevices of door 00:50
- 2 Clean all smudges with wiping cloth and all purpose cleanser 00:40
- 3 Clean glass panes with glass cleaner and wiping cloth 00:35
- 4 Polish door handle and other hardware with appropriate polish and polishing cloth 00:25

Cleaning time: 2 minutes 30 seconds

**Closet Door (no glass)**

- 1 Open door and vacuum frame, top and sides and crevices of door 00:40
- 2 Clean all smudges with wiping cloth and all purpose cleanser 00:50
- 3 Polish door handle with appropriate polish and polishing cloth 00:15

Cleaning time: 1 minute 45 seconds

**Rug 52 sq.ft**

- 1 Vacuum carefully using appropriate attachments 02:36

Cleaning time: 2 minutes 36 seconds

**Laminate floor 234 sq.ft**

- 1 Move furniture as needed 03:54
- 2 Clean floor with damp mop and appropriate cleanser 07:48
- 3 Replace furniture 03:54

Cleaning time: 15 minutes 36 seconds

**Baseboards 13 ft**

- 1 Clean with wiping cloth 01:05

Cleaning time: 1 minute 5 seconds

**Room: Master Bedroom**

**Standard Cleaning**

Total cleaning time: 46 minutes 8 seconds

**Master Bedroom Preliminary Operations**

- 1 Ventilate room according to weather conditions 00:07
- 2 Take away any used items: glasses, old newspapers, or tissues 00:15
- 3 Clear the bed 00:47

Cleaning time: 1 minute 9 seconds

**Floor (vacuuming) 120 sq.ft**

- 1 Vacuum floor including baseboards 02:00

Cleaning time: 2 minutes 0 seconds

**Bed Frame (fabric)**

- 1 Vacuum bed frame 00:25

Cleaning time: 25 seconds

**Bed Head Board (non-fabric)**

- 1 Vacuum head board 00:25
- 2 Wipe down head board with wiping cloth 01:00

Cleaning time: 1 minute 25 seconds

**Bed Foot Board (fabric)**

- 1 Vacuum foot board 00:20

Cleaning time: 20 seconds

**2 x Flat Sheet**

- 1 Put the flat sheet with the decorative side upside down and at the top edge of the bed. Make it even on the sides. 00:20

Cleaning time: 20 seconds

**2 x Pillow**

- 1 Put the pillowcase on the pillow and lay it with opening facing outward 00:14

Cleaning time: 14 seconds

#### Throw Blanket

- 1 Fold throw blanket 00:05

Cleaning time: 5 seconds

#### Ceiling Lamp (fabric shade, no crystals)

- 1 Switch off lamp letting bulbs cool off. Vacuum shades. Wipe bulbs and other surfaces. Replace bulbs as needed. 01:15

Cleaning time: 1 minute 15 seconds

#### Table Lamp (fabric shade)

- 1 Switch off the lamp letting bulb cool off. Vacuum with brush attachment. Wipe bulb and other surfaces. Replace bulb as needed. 01:15

Cleaning time: 1 minute 15 seconds

#### Floor Heater

- 1 Switch off the heater letting it cool off. Vacuum and then wipe external surfaces. 00:36

Cleaning time: 36 seconds

#### Window 18 sq.ft

- 1 Wipe clean frame with wiping cloth and appropriate cleanser. 00:36
- 2 Wipe clean glass with glass cleanser and microfiber wiping cloth from top to bottom 01:12
- 3 Check for smudges and streaks and re-clean as needed 00:18

Cleaning time: 2 minutes 6 seconds

#### Dresser (with mirror)

- 1 Dust the entire surfaces with dusting cloth 00:28
- 2 Clean mirror with wiping cloth 00:22
- 3 Polish hardware with polishing cloth 00:15
- 4 Polish non-glass surfaces with polishing cloth as needed 00:18

Cleaning time: 1 minute 23 seconds

#### Clothing closet (with built-ins)

- 1 Clean shelves, drawers, cabinets and hanging bar as needed taking away items to be laundered or brought to dry cleaners 04:30
- 2 Sort and organize clothing in accordance to style, color, type of item 05:20

Cleaning time: 9 minutes 50 seconds

#### Sofa Chair (fabric & non-fabric)

- 1 Remove cushions from sofa chair 00:04
- 2 Vacuum fabric 00:40
- 3 Dust non-fabric surface with dusting cloth 00:10
- 4 Replace cushions 00:04

Cleaning time: 58 seconds

#### Nightstand

- 1 Remove all table accessories from Nightstand 00:10
- 2 Dust Nightstand entire table surface, base, and legs with feather dusting tool 00:35
- 3 Wipe clean any smudges and spots with soft microfiber wiping cloth 00:30
- 4 Polish/wax Nightstand, base and legs with dusting cloth and appropriate polish/wax. 00:35
- 5 Replace all table accessories carefully on Nightstand 00:20

Cleaning time: 2 minutes 10 seconds

#### 3 x Outlet Plate

- 1 Clean with all purpose solution and wiping cloth 00:15
- 2 Polish if needed 00:09

Cleaning time: 24 seconds

#### Switch Plate

- 1 Clean with all purpose solution and wiping cloth 00:05
- 2 Polish if needed 00:03

Cleaning time: 8 seconds

#### Closet Door (no glass)

- 1 Open door and vacuum frame, top and sides and crevices of door 00:40
- 2 Clean all smudges with wiping cloth and all purpose cleanser 00:50
- 3 Polish door handle with appropriate polish and polishing cloth 00:15

Cleaning time: 1 minute 45 seconds

#### 2 x Room Door (no glass)

- 1 Open door and vacuum frame, top and sides and crevices of door 01:20

- 2 Clean all smudges with wiping cloth and all purpose cleanser 01:40
- 3 Polish door handle with appropriate polish and polishing cloth 00:30

Cleaning time: 3 minutes 30 seconds

**Rug 21 sq.ft**

- 1 Vacuum carefully using appropriate attachments 01:03

Cleaning time: 1 minute 3 seconds

**Hardwood floor 120 sq.ft**

- 1 Move furniture as needed 02:00
- 2 Clean floor with damp mop and appropriate cleanser 04:00
- 3 Polish floor as needed with appropriate polish 02:00
- 4 Replace furniture 02:00

Cleaning time: 10 minutes 0 seconds

**Baseboards 36 ft**

- 1 Clean with wiping cloth 03:00

Cleaning time: 3 minutes 0 seconds

**Master Bedroom Final Touches**

- 1 Check the water in flower vases has been changed/old flowers have been thrown away 00:20
- 2 Check that all bedside table accessories are in orderly manner 00:05
- 3 Check that the bed is made perfectly and pillows are decoratively placed 00:15
- 4 Close and lock any windows and doors that were opened to ventilate the room 00:07

Cleaning time: 47 seconds

Room: Bathroom

**Standard Cleaning**

Total cleaning time: 38 minutes 52 seconds

**Bathroom Preliminary Operations**

- 1 Remove all room accessories 00:45
- 2 Collect towels and clothes to be laundered into blue plastic bag and remove the bag 00:30
- 3 Put out fresh towels and hang/fold them evenly 00:45
- 4 Collect trash into black plastic bag and take the bag outside of room and replace liner if necessary 00:40

Cleaning time: 2 minutes 40 seconds

**Wall Lamp (open non-fabric shade, no crystals)**

- 1 Switch off the lamp letting bulbs cool off. Wipe shades, bulbs and other surfaces. Replace bulbs as needed. 01:05

Cleaning time: 1 minute 5 seconds

**Window 6 sq.ft**

- 1 Wipe clean frame with wiping cloth and appropriate cleanser. 00:12
- 2 Wipe clean glass with glass cleanser and microfiber wiping cloth from top to bottom 00:24
- 3 Check for smudges and streaks and re-clean as needed 00:06

Cleaning time: 42 seconds

**Shutters (wood) 6 sq.ft**

- 1 Dust shutters with microfiber dusting tool from top to bottom. 00:12
- 2 Clean with damp microfiber cloth from top to bottom. 02:00

Cleaning time: 2 minutes 12 seconds

**Sink Surface (porcelain)**

- 1 Remove the drain catch and clean away any debris 00:08
- 2 Wipe clean with non-abrasive all-purpose cleanser and wiping cloth 00:45

Cleaning time: 53 seconds

**Sink Hardware (nickel)**

- 1 Eliminate water spots and calcium build-in by cleanser used only on chrome and damp non-abrasive scrubbing tool 00:50
- 2 Use a clean wiping tool to remove soap residue 00:12
- 3 Use a polishing tool to dry and buff hardware 00:25

Cleaning time: 1 minute 27 seconds

**Toilet Surface (ceramic)**

- 1 Scrub clean toilet interior with cleanser and scrubbing brush 01:20
- 2 Wipe clean all exterior surfaces (lids, tank, base) with disinfectant cleanser and wiping cloth 01:45
- 3 Dry all surfaces with drying cloth 00:28
- 4 Flush clean toilet water 00:03

Cleaning time: 3 minutes 36 seconds

**2 x Bathroom Drawer (inside)**

- 1 Remove all items from bathroom drawer. 00:40
- 2 Wipe clean interior of bathroom drawer with wiping cloth. 00:50
- 3 Wipe each item and place in orderly manner inside bathroom drawer. 02:50

Cleaning time: 4 minutes 20 seconds

**2 x Vanity table**

- 1 Remove all table accessories from Vanity table 01:20
- 2 Pull chair away from Vanity table 00:04
- 3 Dust Vanity table entire table surface, base, and legs with feather dusting tool 03:30
- 4 Wipe clean any smudges and spots with soft microfiber wiping cloth 02:50
- 5 Polish/wax Vanity table, base and legs with dusting cloth and appropriate polish/wax. 03:30
- 6 Put back chair evenly positioned. 00:06
- 7 Replace all table accessories carefully on Vanity table 02:40

Cleaning time: 14 minutes 0 seconds

**Mirror (no frame) 9 sq.ft**

- 1 Wipe clean with wiping cloth and cleanser using ladder to reach all sides from top to bottom. 00:45
- 2 Recheck mirror to be sure there are no streaks or smudges visible. 00:09

Cleaning time: 54 seconds

**Switch Plate**

- 1 Clean with all purpose solution and wiping cloth 00:05
- 2 Polish if needed 00:03

Cleaning time: 8 seconds

**Outlet Plate**

- 1 Clean with all purpose solution and wiping cloth 00:05
- 2 Polish if needed 00:03

Cleaning time: 8 seconds

**2 x Wall Art (framed, with protection glass)**

- 1 Dust frame with dusting tool 00:14
- 2 Spray wiping cloth and clean glass surface 00:24

Cleaning time: 38 seconds

**Room Door (no glass)**

- 1 Open door and vacuum frame, top and sides and crevices of door 00:40
- 2 Clean all smudges with wiping cloth and all purpose cleanser 00:50
- 3 Polish door handle with appropriate polish and polishing cloth 00:15

Cleaning time: 1 minute 45 seconds

**Ceramic tile floor 21 sq.ft**

- 1 Move furniture as needed 00:21
- 2 Clean floor with mop and appropriate cleanser 00:42
- 3 Replace furniture 00:21

Cleaning time: 1 minute 24 seconds

**Baseboards 17 ft**

- 1 Clean with wiping cloth 01:25

Cleaning time: 1 minute 25 seconds

**Bathroom Final Touches**

- 1 Check that all counter accessories are in orderly manner 00:15
- 2 Wipe down if necessary all room accessories and put them back 00:45
- 3 Replace tissue and toilet paper as needed 00:25
- 4 Check switch plates for smudges and polish 00:10

Cleaning time: 1 minute 35 seconds

**Room: Guest Bedroom**

**Standard Cleaning**

**Total cleaning time: 1 hour 17 minutes 11 seconds**

**Master Bedroom Preliminary Operations**

- 1 Ventilate room according to weather conditions 00:07
- 2 Take away any used items: glasses, old newspapers, or tissues 00:15
- 3 Clear the bed 00:47

Cleaning time: 1 minute 9 seconds

**Floor (vacuuming) 170 sq.ft**

- 1 Vacuum floor including baseboards 02:50

Cleaning time: 2 minutes 50 seconds

**Bed Frame (non-fabric)**

- 1 Vacuum bed frame 00:20
- 2 Wipe down bed frame with wiping cloth 00:40

Cleaning time: 1 minute 0 seconds

**Bed Head Board (non-fabric)**

- 1 Vacuum head board 00:25
- 2 Wipe down head board with wiping cloth 01:00

Cleaning time: 1 minute 25 seconds

**Bed Foot Board (non-fabric)**

- 1 Vacuum foot board 00:15
- 2 Wipe down foot board with wiping cloth 00:40

Cleaning time: 55 seconds

**Mattress Cover**

- 1 Stretch the mattress cover 00:05

Cleaning time: 5 seconds

**Fitted Sheet**

- 1 Place on bed the fitted sheet (top corners first) 00:05

Cleaning time: 5 seconds

**2 x Pillow**

- 1 Put the pillowcase on the pillow and lay it with opening facing outward 00:14

Cleaning time: 14 seconds

**Comforter/Duvet**

- 1 Pull up the comforter/duvet and fold over. 00:05

Cleaning time: 5 seconds

**Bedspread**

- 1 Lay the bedspread over entire bed tucking it over the sleeping pillows 00:25

Cleaning time: 25 seconds

**2 x Decorative Pillow**

- 1 Fluff the decorative pillow and place on bed 00:06

Cleaning time: 6 seconds

**Ceiling Lamp (close non-fabric shade, crystals)**

- 1 Switch off the lamp letting shades cool off. Wipe shades and other surfaces with wiping cloth. Replace bulbs as needed. 00:55
- 2 Polish crystals with crystal polish and polishing cloth 02:00

Cleaning time: 2 minutes 55 seconds

**Table Lamp (non-fabric shade)**

- 1 Switch off the lamp letting bulb cool off. Wipe shade, bulb and other surfaces. Replace bulb as needed. 01:05

Cleaning time: 1 minute 5 seconds

**Floor Heater**

- 1 Switch off the heater letting it cool off. Vacuum and then wipe external surfaces. 00:36

Cleaning time: 36 seconds

**Window 32 sq.ft**

- 1 Wipe clean frame with wiping cloth and appropriate cleanser. 01:04
- 2 Wipe clean glass with glass cleanser and microfiber wiping cloth from top to bottom 02:08
- 3 Check for smudges and streaks and re-clean as needed 00:32

Cleaning time: 3 minutes 44 seconds

**Blinds (non-fabric) 32 sq.ft**

- 1 Dust with dusting microfiber tool from top to bottom. 01:04
- 2 Wipe with wiping microfiber cloth from top to bottom. 13:20

Cleaning time: 14 minutes 24 seconds

**Bureau**

- 1 Dust the entire surfaces with dusting cloth 00:35
- 2 Polish hardware with polishing cloth 00:15
- 3 Polish other surfaces with polishing cloth as needed 00:22

Cleaning time: 1 minute 12 seconds

**Dresser (no mirror)**

1	Dust the entire surfaces with dusting cloth	00:28
2	Polish hardware with polishing cloth	00:15
3	Polish other surfaces with polishing cloth as needed	00:18

Cleaning time: 1 minute 1 second

### 3 x Linen Drawer (inside)

1	Remove all linens from linen cabinet	00:30
2	Clean cabinet with wiping cloth	01:15
3	Fold and refold all linen items before placing back in accordance to type and color.	02:15

Cleaning time: 4 minutes 0 seconds

### Clothing closet (no built-ins)

1	Clean shelves and hanging bar as needed taking away any items that need to be laundered or brought to dry cleaners	08:00
2	Sort and organize clothing in accordance to style, color, type of item	05:20

Cleaning time: 13 minutes 20 seconds

### Lounge Chair (non-fabric)

1	Remove cushions from lounge chair	00:04
2	Dust surface with dusting cloth	00:45
3	Replace cushions	00:04
4	Polish surface with polishing cloth	00:35

Cleaning time: 1 minute 28 seconds

### Mirror (wooden frame) 12 sq.ft

1	Remove dust from crevices of wooden frame with dusting tool as needed.	00:12
3	Wipe wooden frame with dusting cloth removing all dust.	00:24
3	Wipe clean mirror with wiping cloth and cleanser using ladder to reach all sides from top to bottom.	00:48
5	Recheck mirror to be sure there are no streaks or smudges visible.	00:12

Cleaning time: 1 minute 36 seconds

### 3 x Outlet Plate

1	Clean with all purpose solution and wiping cloth	00:15
2	Polish if needed	00:09

Cleaning time: 24 seconds

### Switch Plate

1	Clean with all purpose solution and wiping cloth	00:05
2	Polish if needed	00:03

Cleaning time: 8 seconds

### Electronic Device

1	Turn off the device	00:01
2	Dust all surfaces of the electronic device with dusting tool (lift device to clean underneath)	00:12
3	Clean all smudges with wiping cloth	00:06

Cleaning time: 19 seconds

### Wall Art (frameless)

1	Remove dust with dusting tool	00:07
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Cleaning time: 7 seconds

### Room Door (no glass)

1	Open door and vacuum frame, top and sides and crevices of door	00:40
2	Clean all smudges with wiping cloth and all purpose cleanser	00:50
3	Polish door handle with appropriate polish and polishing cloth	00:15

Cleaning time: 1 minute 45 seconds

### Closet Door (no glass)

1	Open door and vacuum frame, top and sides and crevices of door	00:40
2	Clean all smudges with wiping cloth and all purpose cleanser	00:50
3	Polish door handle with appropriate polish and polishing cloth	00:15

Cleaning time: 1 minute 45 seconds

### Rug 12 sq.ft

1	Vacuum carefully using appropriate attachments	00:36
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Cleaning time: 36 seconds

### Hardwood floor 170 sq.ft

1	Move furniture as needed	02:50
2	Clean floor with damp mop and appropriate cleanser	05:40
3	Polish floor as needed with appropriate polish	02:50

4 Replace furniture 02:50  
Cleaning time: 14 minutes 10 seconds

**Baseboards 42 ft**

1 Clean with wiping cloth 00:30

Cleaning time: 3 minutes 30 seconds

**Master Bedroom Final Touches**

1 Check the water in flower vases has been changed/old flowers have been thrown away 00:20

2 Check that all bedside table accessories are in orderly manner 00:05

3 Check that the bed is made perfectly and pillows are decoratively placed 00:15

4 Close and lock any windows and doors that were opened to ventilate the room 00:07

Cleaning time: 47 seconds

Cleaning Manual for Golden Pit Ranch

Express Cleaning

Total cleaning time: 2 hours 7 minutes 27 seconds

Floor: Grand Floor

Express Cleaning

Total floor cleaning time: 2 hours 7 minutes 27 seconds

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Room: Guest Bathroom

Express Cleaning

Total cleaning time: 17 minutes 5 seconds

**Bathroom Preliminary Operations**

1 Collect towels and clothes to be laundered into blue plastic bag and remove the bag 00:30

2 Put out fresh towels and hang/fold them evenly 00:45

3 Collect trash into black plastic bag and take the bag outside of room and replace liner if necessary 00:40

Cleaning time: 1 minute 55 seconds

**2 x Wall Lamp (close non-fabric shade, no crystals)**

1 Dust shades and other surfaces with dusting tool 00:16

Cleaning time: 16 seconds

**Wall Lamp (open non-fabric shade, no crystals)**

1 Dust lamp with dusting tool 00:20

Cleaning time: 20 seconds

**Window 12 sq.ft**

1 Check for smudges and streaks and clean as needed 00:24

Cleaning time: 24 seconds

**Sink Surface (porcelain)**

1 Wipe clean with small amount of non-abrasive all-purpose cleanser and wiping cloth 00:45

Cleaning time: 45 seconds

**Sink Hardware (chrome)**

1 Use a polishing tool to dry and buff hardware 00:25

Cleaning time: 25 seconds

**Toilet Surface (ceramic)**

1 Wipe all exterior surfaces (lids, tank, base) with small amount of disinfectant cleanser and wiping cloth 01:45

Cleaning time: 1 minute 45 seconds

**Tub Hardware (chrome)**

1 Use a polishing tool to dry and buff hardware 00:30

Cleaning time: 30 seconds

**Tub Surface (enamel)**

1 Wipe down bathtub with appropriate wiping tool 02:00

Cleaning time: 2 minutes 0 seconds

**Shower Hardware (chrome)**

1 Use a polishing tool to dry and buff hardware 00:30

Cleaning time: 30 seconds

**Shower Surface (tile)**

1 Spray cleanser on surfaces and clean surfaces with wiping cloth 02:30

Cleaning time: 2 minutes 30 seconds

**Bathroom Tub Mats**

1 Remove from bathtub to facilitate cleaning 00:03

2 Fold and return bathtub mats in their place 00:04

Cleaning time: 7 seconds

**2 x Bathroom Tub Towels**

1	Fold and straighten fresh or existing towels as needed	00:08
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Cleaning time: 8 seconds

**Trash can**

1	Remove all debris and place in separate bag.	00:08
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2	Spray can with disinfectant and replace liner if needed.	00:04
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Cleaning time: 12 seconds

**Shelf (glass)**

1	Dust shelf with dusting cloth	00:15
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Cleaning time: 15 seconds

**Drawer Exterior 4 sq.ft**

1	Clean any visible smudges as needed	00:16
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Cleaning time: 16 seconds

**Vanity table**

1	Dust Vanity table entire table surface, base, and legs with feather dusting tool	01:45
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Cleaning time: 1 minute 45 seconds

**Mirror (no frame) 6 sq.ft**

1	Check mirror to be sure there are no streaks or smudges visible.	00:12
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Cleaning time: 12 seconds

**Table Vase**

1	Remove dust with dusting tool	00:05
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Cleaning time: 5 seconds

**Room Door (no glass)**

1	Open door and vacuum frame, top and sides and crevices of door	00:40
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2	Remove smudges and fingerprints from door handles with polishing cloth	00:05
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Cleaning time: 45 seconds

**Ceramic tile floor 40 sq.ft**

1	Dust or sweep tile floor	01:20
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Cleaning time: 1 minute 20 seconds

**Bathroom Final Touches**

1	Check that all counter accessories are in orderly manner	00:15
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2	Replace tissue and toilet paper as needed	00:25
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Cleaning time: 40 seconds

**Room: Dining Room****Express Cleaning**

Total cleaning time: 16 minutes 7 seconds

**2 x Ceiling Lamp (close non-fabric shade, no crystals)**

1	Dust shades and other surfaces with dusting tool	00:50
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Cleaning time: 50 seconds

**Table Lamp (fabric shade)**

1	Dust lamp with dusting tool	00:25
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Cleaning time: 25 seconds

**Window 104 sq.ft**

1	Check for smudges and streaks and clean as needed	03:28
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Cleaning time: 3 minutes 28 seconds

**Buffet/Console (no glass)**

1	Dust the entire surfaces with dusting cloth	00:35
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Cleaning time: 35 seconds

**7 x Pillow**

1	Shake and fluff pillow and replace on furniture	00:35
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Cleaning time: 35 seconds

**4 x Pillow**

1	Shake and fluff pillow and replace on furniture	00:20
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Cleaning time: 20 seconds

**4 x Pillow**

1	Shake and fluff pillow and replace on furniture	00:20
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Cleaning time: 20 seconds

**Dining table**

1 Dust Dining table entire table surface, base, and legs with feather dusting tool 01:30

Cleaning time: 1 minute 30 seconds

**End table**

1 Dust End table entire table surface, base, and legs with feather dusting tool 00:35

Cleaning time: 35 seconds

**Wall Art (framed, with protection glass)**

1 Dust frame and glass with dusting tool 00:07

Cleaning time: 7 seconds

**Table Sculpture**

1 Remove dust with dusting tool 00:10

Cleaning time: 10 seconds

**Hardwood floor 216 sq.ft**

1 Dust or sweep hardwood floor 07:12

Cleaning time: 7 minutes 12 seconds

Room: Kitchen with Breakfast nook

**Express Cleaning**

Total cleaning time: 29 minutes 55 seconds

**Breakfast Area Preliminary Operations**

1 Remove all dishes from table and bring to sink for cleaning. 00:25

Cleaning time: 25 seconds

**2 x Ceiling Lamp (close non-fabric shade, no crystals)**

1 Dust shades and other surfaces with dusting tool 00:50

Cleaning time: 50 seconds

**Wall Lamp (close non-fabric shade, no crystals)**

1 Dust shades and other surfaces with dusting tool 00:08

Cleaning time: 8 seconds

**Floor Lamp (non-fabric shade)**

1 Dust lamp with dusting tool 00:35

Cleaning time: 35 seconds

**Sink Surface (stainless steel)**

1 Wipe sink with small amount of stainless steel cleanser and wiping cloth 00:15

Cleaning time: 15 seconds

**Sink Hardware (chrome)**

1 Use a polishing tool to dry and buff hardware 00:25

Cleaning time: 25 seconds

**Soap Dispenser**

1 Wipe clean and polish with appropriate cleanser and refill as needed. 00:35

Cleaning time: 35 seconds

**Refrigerator Exterior**

1 Remove smudges as needed with wiping cloth 00:45

Cleaning time: 45 seconds

**Refrigerator Interior**

1 Wipe stains and spills with wiping cloth. Check for expired items placing any needed items on shopping list 04:30

Cleaning time: 4 minutes 30 seconds

**Oven Exterior**

1 Wipe glass surfaces with wiping cloth 00:15

2 Wipe non-glass surfaces with wiping cloth 00:12

Cleaning time: 27 seconds

**Oven Interior**

1 Clean oven of any excess grime with wiping cloth 01:30

Cleaning time: 1 minute 30 seconds

**Oven Exterior**

1 Wipe glass surfaces with wiping cloth 00:15

2 Wipe non-glass surfaces with wiping cloth 00:12

Cleaning time: 27 seconds

**Oven Interior**

- 1 Clean oven of any excess grime with wiping cloth 01:30

Cleaning time: 1 minute 30 seconds

**Gas Burner Stove Top**

- 1 Remove the iron holders and grids 00:09
- 2 Wipe stove top of range oven with wiping cloth 02:25
- 3 Replace iron grids and iron holders 00:09

Cleaning time: 2 minutes 43 seconds

**Gas Burner Stove Top**

- 1 Remove the iron holders and grids 00:09
- 2 Wipe stove top of range oven with wiping cloth 02:25
- 3 Replace iron grids and iron holders 00:09

Cleaning time: 2 minutes 43 seconds

**Countertop Surface (acryl) 27 sq.ft**

- 1 Dust countertop with dusting cloth 00:54

Cleaning time: 54 seconds

**Countertop Surface (wood) 16.5 sq.ft**

- 1 Dust countertop with dusting cloth 00:34

Cleaning time: 34 seconds

**Shelf (glass)**

- 1 Dust shelf with dusting cloth 00:15

Cleaning time: 15 seconds

**Drawer Exterior 5 sq.ft**

- 1 Clean any visible smudges as needed 00:20

Cleaning time: 20 seconds

**3 x Chair (non-fabric)**

- 1 Polish surface with polishing cloth 00:36

Cleaning time: 36 seconds

**3 x Pillow**

- 1 Shake and fluff pillow and replace on furniture 00:15

Cleaning time: 15 seconds

**Electronic Device, Always On**

- 1 CAUTION: Wear dry rubber gloves. Dust carefully all surfaces of the electronic device with dry non-conductive dusting tool 00:07

Cleaning time: 7 seconds

**Closet Door (no glass)**

- 1 Open door and vacuum frame, top and sides and crevices of door 00:40
- 2 Remove smudges and fingerprints from door handles with polishing cloth 00:05

Cleaning time: 45 seconds

**Hardwood floor 240 sq.ft**

- 1 Dust or sweep hardwood floor 08:00

Cleaning time: 8 minutes 0 seconds

**Breakfast Area Final Touches**

- 1 Organize all chairs in breakfast area neatly. 00:21

Cleaning time: 21 seconds

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Room: Living room

**Express Cleaning**

Total cleaning time: 15 minutes 46 seconds

**Fireplace Real Wood Burning Chamber**

- 1 Remove soot and grime from fireplace grate with wire brush 00:22

Cleaning time: 22 seconds

**Fireplace Mantel (wood)**

- 1 Dust wood mantel with dusting tool 00:17

Cleaning time: 17 seconds

**Fireplace Surround (stone)**

- 1 Dust surround with dusting tool 00:09

Cleaning time: 9 seconds

**Fireplace Protection Screen (metal)**

1 Vacuum screen 00:27

Cleaning time: 27 seconds

**Fireplace Hearth (stone or brick)**

1 Dust hearth with dusting tool 00:09

Cleaning time: 9 seconds

**Fireplace Tool Sets**

1 Vacuum stand and tools 00:35

Cleaning time: 35 seconds

**Ceiling Lamp (close non-fabric shade, no crystals)**

1 Dust shades and other surfaces with dusting tool 00:25

Cleaning time: 25 seconds

**Window 40 sq.ft**

1 Check for smudges and streaks and clean as needed 01:20

Cleaning time: 1 minute 20 seconds

**13 x Pillow**

1 Shake and fluff pillow and replace on furniture 01:05

Cleaning time: 1 minute 5 seconds

**Electronic Device**

1 Dust all surfaces of the electronic device with dusting tool 00:07

Cleaning time: 7 seconds

**Stand Plants**

1 Water plant in accordance with instructions. 00:20

2 Wipe clean and dry plant holder 00:22

Cleaning time: 42 seconds

**Entrance Door (with glass)**

1 Open door and vacuum frame, top and sides and crevices of door 00:50

2 Clean glass panes with glass cleaner and wiping cloth 00:35

3 Remove smudges and fingerprints from door handles and other hardware with polishing cloth 00:10

Cleaning time: 1 minute 35 seconds

**Closet Door (no glass)**

1 Open door and vacuum frame, top and sides and crevices of door 00:40

2 Remove smudges and fingerprints from door handles with polishing cloth 00:05

Cleaning time: 45 seconds

**Laminate floor 234 sq.ft**

1 Dust or sweep laminate floor 07:48

Cleaning time: 7 minutes 48 seconds

Room: Master Bedroom

**Express Cleaning**

Total cleaning time: 16 minutes 18 seconds

**Master Bedroom Preliminary Operations**

1 Ventilate room according to weather conditions 00:07

2 Take away any used items: glasses, old newspapers, or tissues 00:15

3 Clear the bed 00:47

Cleaning time: 1 minute 9 seconds

**Bed Head Board (non-fabric)**

1 Wipe down head board with wiping cloth 01:00

Cleaning time: 1 minute 0 seconds

**2 x Flat Sheet**

1 Put the flat sheet with the decorative side upside down and at the top edge of the bed. Make it even on the sides. 00:20

Cleaning time: 20 seconds

**2 x Pillow**

1 Put the pillowcase on the pillow and lay it with opening facing outward 00:14

Cleaning time: 14 seconds

**Throw Blanket**

1 Fold throw blanket 00:05

Cleaning time: 5 seconds

**Ceiling Lamp (fabric shade, no crystals)**

1 Dust lamp with dusting tool 00:25

Cleaning time: 25 seconds

**Table Lamp (fabric shade)**

1 Dust lamp with dusting tool 00:25

Cleaning time: 25 seconds

**Floor Heater**

1 Dust heater with dusting tool 00:09

Cleaning time: 9 seconds

**Window 18 sq.ft**

1 Check for smudges and streaks and clean as needed 00:36

Cleaning time: 36 seconds

**Dresser (with mirror)**

1 Dust the entire surfaces with dusting cloth 00:28

Cleaning time: 28 seconds

**Clothing closet (with built-ins)**

1 Take away any items that must be laundered or brought to cleaners and organize anything out of place 03:40

Cleaning time: 3 minutes 40 seconds

**Sofa Chair (fabric & non-fabric)**

1 Dust non-fabric surface with dusting cloth 00:10

Cleaning time: 10 seconds

**Nightstand**

1 Dust Nightstand entire table surface, base, and legs with feather dusting tool 00:35

Cleaning time: 35 seconds

**Closet Door (no glass)**

1 Open door and vacuum frame, top and sides and crevices of door 00:40

2 Remove smudges and fingerprints from door handles with polishing cloth 00:05

Cleaning time: 45 seconds

**2 x Room Door (no glass)**

1 Open door and vacuum frame, top and sides and crevices of door 01:20

2 Remove smudges and fingerprints from door handles with polishing cloth 00:10

Cleaning time: 1 minute 30 seconds

**Hardwood floor 120 sq.ft**

1 Dust or sweep hardwood floor 04:00

Cleaning time: 4 minutes 0 seconds

**Master Bedroom Final Touches**

1 Check the water in flower vases has been changed/old flowers have been thrown away 00:20

2 Check that all bedside table accessories are in orderly manner 00:05

3 Check that the bed is made perfectly and pillows are decoratively placed 00:15

4 Close and lock any windows and doors that were opened to ventilate the room 00:07

Cleaning time: 47 seconds

**Room: Bathroom**

**Express Cleaning**

Total cleaning time: 11 minutes 31 seconds

**Bathroom Preliminary Operations**

1 Collect towels and clothes to be laundered into blue plastic bag and remove the bag 00:30

2 Put out fresh towels and hang/fold them evenly 00:45

3 Collect trash into black plastic bag and take the bag outside of room and replace liner if necessary 00:40

Cleaning time: 1 minute 55 seconds

**Wall Lamp (open non-fabric shade, no crystals)**

1 Dust lamp with dusting tool 00:20

Cleaning time: 20 seconds

**Window 6 sq.ft**

1 Check for smudges and streaks and clean as needed 00:12

Cleaning time: 12 seconds

**Sink Surface (porcelain)**

1	Wipe clean with small amount of non-abrasive all-purpose cleanser and wiping cloth	00:45
Cleaning time: 45 seconds		
<b>Sink Hardware (nickel)</b>		
1	Use a polishing tool to dry and buff hardware	00:25
Cleaning time: 25 seconds		
<b>Toilet Surface (ceramic)</b>		
1	Wipe all exterior surfaces (lids, tank, base) with small amount of disinfectant cleanser and wiping cloth	01:45
Cleaning time: 1 minute 45 seconds		
<b>2 x Vanity table</b>		
1	Dust Vanity table entire table surface, base, and legs with feather dusting tool	03:30
Cleaning time: 3 minutes 30 seconds		
<b>Mirror (no frame) 9 sq.ft</b>		
1	Check mirror to be sure there are no streaks or smudges visible.	00:18
Cleaning time: 18 seconds		
<b>2 x Wall Art (framed, with protection glass)</b>		
1	Dust frame and glass with dusting tool	00:14
Cleaning time: 14 seconds		
<b>Room Door (no glass)</b>		
1	Open door and vacuum frame, top and sides and crevices of door	00:40
2	Remove smudges and fingerprints from door handles with polishing cloth	00:05
Cleaning time: 45 seconds		
<b>Ceramic tile floor 21 sq.ft</b>		
1	Dust or sweep tile floor	00:42
Cleaning time: 42 seconds		
<b>Bathroom Final Touches</b>		
1	Check that all counter accessories are in orderly manner	00:15
2	Replace tissue and toilet paper as needed	00:25
Cleaning time: 40 seconds		

**Room: Guest Bedroom**

**Express Cleaning**

Total cleaning time: 20 minutes 45 seconds

**Master Bedroom Preliminary Operations**

1	Ventilate room according to weather conditions	00:07
2	Take away any used items: glasses, old newspapers, or tissues	00:15
3	Clear the bed	00:47
Cleaning time: 1 minute 9 seconds		
<b>Bed Frame (non-fabric)</b>		
1	Wipe down bed frame with wiping cloth	00:40
Cleaning time: 40 seconds		
<b>Bed Head Board (non-fabric)</b>		
1	Wipe down head board with wiping cloth	01:00
Cleaning time: 1 minute 0 seconds		
<b>Bed Foot Board (non-fabric)</b>		
1	Wipe down foot board with wiping tool	00:40
Cleaning time: 40 seconds		
<b>Mattress Cover</b>		
1	Stretch the mattress cover	00:05
Cleaning time: 5 seconds		
<b>Fitted Sheet</b>		
1	Place on bed the fitted sheet (top corners first)	00:05
Cleaning time: 5 seconds		
<b>2 x Pillow</b>		
1	Put the pillowcase on the pillow and lay it with opening facing outward	00:14
Cleaning time: 14 seconds		
<b>Comforter/Duvet</b>		
1	Pull up the comforter/duvet and fold over.	00:05

Cleaning time: 5 seconds

#### **Bedspread**

- 1 Lay the bedspread over entire bed tucking it over the sleeping pillows 00:25

Cleaning time: 25 seconds

#### **2 x Decorative Pillow**

- 1 Fluff the decorative pillow and place on bed 00:06

Cleaning time: 6 seconds

#### **Ceiling Lamp (close non-fabric shade, crystals)**

- 1 Dust shade and other surfaces with dusting tool 00:45

Cleaning time: 45 seconds

#### **Table Lamp (non-fabric shade)**

- 1 Dust lamp with dusting tool 00:25

Cleaning time: 25 seconds

#### **Floor Heater**

- 1 Dust heater with dusting tool 00:09

Cleaning time: 9 seconds

#### **Window 32 sq.ft**

- 1 Check for smudges and streaks and clean as needed 01:04

Cleaning time: 1 minute 4 seconds

#### **Bureau**

- 1 Dust the entire surfaces with dusting cloth 00:35

Cleaning time: 35 seconds

#### **Dresser (no mirror)**

- 1 Dust the entire surfaces with dusting cloth 00:28

Cleaning time: 28 seconds

#### **Clothing closet (no built-ins)**

- 1 Take away any items that must be laundered or brought to cleaners and organize anything out of place 03:40

Cleaning time: 3 minutes 40 seconds

#### **Lounge Chair (non-fabric)**

- 1 Polish surface with polishing cloth 00:35

Cleaning time: 35 seconds

#### **Mirror (wooden frame) 12 sq.ft**

- 1 Recheck mirror to be sure there are no streaks or smudges visible. 00:24

Cleaning time: 24 seconds

#### **Electronic Device**

- 1 Dust all surfaces of the electronic device with dusting tool 00:07

Cleaning time: 7 seconds

#### **Wall Art (frameless)**

- 1 Remove dust with dusting tool 00:07

Cleaning time: 7 seconds

#### **Room Door (no glass)**

- 1 Open door and vacuum frame, top and sides and crevices of door 00:40
- 2 Remove smudges and fingerprints from door handles with polishing cloth 00:05

Cleaning time: 45 seconds

#### **Closet Door (no glass)**

- 1 Open door and vacuum frame, top and sides and crevices of door 00:40
- 2 Remove smudges and fingerprints from door handles with polishing cloth 00:05

Cleaning time: 45 seconds

#### **Hardwood floor 170 sq.ft**

- 1 Dust or sweep hardwood floor 05:40

Cleaning time: 5 minutes 40 seconds

#### **Master Bedroom Final Touches**

- 1 Check the water in flower vases has been changed/old flowers have been thrown away 00:20
- 2 Check that all bedside table accessories are in orderly manner 00:05
- 3 Check that the bed is made perfectly and pillows are decoratively placed 00:15
- 4 Close and lock any windows and doors that were opened to ventilate the room 00:07

## Before you begin to use this manual

1. We recommend "what to do" but we don't say "how to do" so we are not liable for any damage caused by using wrong tools/products as well as applying improper methods. Please refer to the reliable sources of information for best practices of carrying out any particular operation.
2. We intentionally do not provide cleaning instructions for antique items because their conditions differ and they might require special care. Please contact specialists in antique restoration to learn how to take care of a particular antique item.
3. Cleaning Time given in Cleaning Manual is estimated for "average" or "common" objects. For example Cleaning Time for chairs was measured for a chair with flat surfaces. If the surfaces are carved it might require additional time to clean various indentations. If you are a subscribed user you can adjustment cleaning time by changing labor coefficient in TODO.
4. Cleaning Manual for cleaning room does not include time for preoperational and finishing-up operations such as setting up a cleaning caddy, filling up a bucket with water, etc. It generally may take from 1 to 5 min depending on the property layout and set of cleaning tools.