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	<u>Cleaning Manual for Golden Pit Ranch</u>	Standard Cleaning	Total cleaning time: 7 hours 45 seconds	minutes 20
	Floor: Grand Floor	Standard Cleaning	Total floor cleaning time: 7 hou seconds	rs 45 minutes 20
	Room: Guest Bathroom	Standard Cleaning	Total cleaning time: 53 minutes	26 seconds
	Bathroor	m Preliminary Operations		
1	Remove all room accessories			00:45
2	Collect towels and clothes to be laundered into blue pla	stic bag and remove the bag		00:30
3	Put out fresh towels and hang/fold them evenly	с с С		00:45
4	Collect trash into black plastic bag and take the bag out	side of room and replace liner if n	ecessary	00:40
Cleani	ng time: 2 minutes 40 seconds			
		ose non-fabric shade, no crystals		
1	Switch off the lamp letting shades cool off. Wipe shades	s and other surfaces with wiping c	cloth. Replace bulbs as needed	01:30
Cleani	ng time: 1 minute 30 seconds			
		n non-fabric shade, no crystals)		
1	Switch off the lamp letting bulbs cool off. Wipe shades,	bulbs and other surfaces. Replace	e bulbs as needed.	01:05
Cleani	ng time: 1 minute 5 seconds			
		Window 12 sq.ft		
1	Wipe clean frame with wiping cloth and appropriate clea	anser.		00:24
2	Wipe clean glass with glass cleanser and microfiber wip	ing cloth from top to bottom		00:48
3	Check for smudges and streaks and re-clean as needed			00:12
Cleani	ng time: 1 minute 24 seconds			
	Shu	tters (wood) 12 sq.ft		
1	Dust shutters with microfiber dusting tool from top to be	ottom.		00:24
2	Clean with damp microfiber cloth from top to bottom.			04:00
Cleani	ng time: 4 minutes 24 seconds			
	Sinl	< Surface (porcelain)		
1	Remove the drain catch and clean away any debris			00:08
2	Wipe clean with non-abrasive all-purpose cleanser and v	viping cloth		00:45
Cleani	ng time: 53 seconds			
	Sink	(Hardware (chrome)		
1	Eliminate water spots and calcium build-in by cleanser u	used only on chrome and damp no	on-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
Cleani	ng time: 1 minute 27 seconds			
	-	et Surface (ceramic)		
1	Scrub clean toilet interior with cleanser and scrubbing b			01:20
2	Wipe clean all exterior surfaces (lids, tank, base) with di		oth	01:45
3	Dry all surfaces with drying cloth			00:28
4	Flush clean toilet water			00:03
Cleani	ng time: 3 minutes 36 seconds			
	-	Hardware (chrome)		
1	Eliminate water spots and calcium build-in by cleanser u		on-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
				00.00
Clean	ng time: 1 minute 45 seconds	h Surface (aromal)		
1		b Surface (enamel)		01:30
1	Clean exterior of bathtub with appropriate cleanser and			
2 3	Clean interior of bathtub with appropriate cleanser and s			03:00
	Rinse and dry interior with appropriate wiping tool			01:00
Cleani	ng time: 5 minutes 30 seconds			
	Bat	hroom Tub Curtains		

Bathroom Tub Curtains

Cleaning time: 2 minutes 5 seconds

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Clean with all purpose solution and wiping cloth

orean		
	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
Clean	ing 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
Clean	ing 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
Clean	ing time: 47 seconds	
oroun	2 x Bathroom Tub Towels	
1		00-04
1	Remove tub towels for wash as needed	00:04
2	Fold and straighten fresh or existing towels as needed	00:08
Clean	ing time: 12 seconds	
	Standing Towel Rack	
1	Clean with wiping cloth.	00:25
Clean	ing 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
Clean	ing time: 39 seconds	
	Shelf (glass)	
1		00.10
1	Remove accessories	00:10
2	Clean the glass surface with wiping cloth	00:12
3	Clean accessories and replace	00:30
Clean	ing 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
Clean	ing 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
Clean	ing 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
Clean	ing time: 36 seconds	
	Outlet Plate	
1		00:05
	Clean with all purpose solution and wiping cloth	
2	Polish if needed	00:03
Clean	ing time: 8 seconds	
	3 x Switch Plate	
1	Clean with all purpose solution and wining cloth	00.12

00:15

2	Polish if needed	00:09
Clean	ing time: 24 seconds	
	Table Vase	
1	Remove dust with dusting tool	00:05
2	Wipe with wiping cloth	00:10
Clean	ing 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
Clean	ing 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
Clean	ing time: 2 minutes 40 seconds	
_	Baseboards 15 ft	
1	Clean with wiping cloth	01:15
Clean	ing 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 4	Replace tissue and toilet paper as needed Check switch plates for smudges and polish	00:25 00:10
		00.10
Clean	ing time: 1 minute 35 seconds	
	Room: Dining Room Standard Cleaning Total cleaning time: 57 minutes	s 10 seconds
	Floor (vacuuming) 216 sq.ft	
1	Vacuum floor including baseboards	03:36
Clean	ing 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
Clean	ing 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
Clean	ing 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
Clean	ing 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
Clean	ing time: 1 minute 12 seconds	
	Sofa (fabric)	
1	Remove cushions from sofa	00:06
2	Vacuum fabric	01:45
3	Replace cushions	00:06
Clean	ing time: 1 minute 57 seconds	
	7 x Pillow	00.05
1	Shake and fluff pillow and replace on furniture	00:35
Clean	ing time: 35 seconds	
	Love Seat (fabric)	

1	Remove cushions from love seat	00:04
2	Vacuum fabric	01:25
3	Replace cushions	00:04
Clean	ing time: 1 minute 33 seconds	
	4 x Pillow	
1	Shake and fluff pillow and replace on furniture	00:20
Clean	ing time: 20 seconds	
	4 x Chair (fabric)	
1	Vacuum all surfaces	01:48
Clean	ing time: 1 minute 48 seconds	
	4 x Pillow	
1	Shake and fluff pillow and replace on furniture	00:20
Clean	ing time: 20 seconds	
	Dining table	
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
Clean	ing time: 6 minutes 27 seconds	
	End table	
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 5	Polish/wax End table, base and legs (if applicable) with dusting cloth and appropriate polish/wax. Replace all table accessories carefully on End table	00:35 00:20
		00.20
Clean	ing time: 2 minutes 10 seconds	
1	3 x Outlet Plate Clean with all purpose solution and wiping cloth	00:15
2	Polish if needed	00.15
		00.09
Clean	ing time: 24 seconds	
1	Switch Plate Clean with all purpose solution and wiping cloth	00:05
2	Polish if needed	00:03
		00.00
Clean	ing time: 8 seconds	
1	Wall Art (framed, with protection glass) Dust frame with dusting tool	00:07
2	Spray wiping cloth and clean glass surface	00:07
		00.12
Clean	ing time: 19 seconds	
1	Table Sculpture Remove dust with dusting tool	00:10
	-	00.10
Clean	ing time: 10 seconds	
1	Rug 6 sq.ft	00:18
	Vacuum carefully using appropriate attachments	00.18
Clean	ing time: 18 seconds	
1	Hardwood floor 216 sq.ft	00.00
1 2	Move furniture as needed Clean floor with damp mop and appropriate cleanser	03:36 07:12
2	Polish floor as needed with appropriate polish	07.12
4	Replace furniture	03:36
	ning time: 18 minutes 0 seconds	
olean	Baseboards 32 ft	
1	Clean with wiping cloth	02:40
	ing time: 2 minutes 40 seconds	02.10
Glean	nny (m.c. 2 minutes 40 seconds	

	Room: Kitchen with Breakfast nook	Standard Cleaning	Total cleaning time: 1 hour 54 minutes 53 seconds
	Brea	akfast Area Preliminary Operations	
1	Remove all dishes from table and bring to sink fo		00:25
Clean	ing time: 25 seconds		
		Floor (vacuuming) 240 sq.ft	
1	Vacuum floor including baseboards		04:00
Clean	ing time: 4 minutes 0 seconds		
	-	.amp (close non-fabric shade, no crystals)	
1	Switch off the lamp letting shades cool off. Wipe needed.		Replace bulbs as 01:50
Clean	ing time: 1 minute 50 seconds		
	-	np (close non-fabric shade, no crystals)	
1	Switch off the lamp letting shades cool off. Wipe		Replace bulbs as needed 00:45
	ing time: 45 seconds		•
olean	-	Floor Lamp (non-fabric shade)	
1	Switch off the lamp letting bulb cool off. Wipe sh		needed. 01:25
Clean	ing time: 1 minute 25 seconds		
4	Demonstration and the standard strategies and st	Sink Surface (stainless steel)	00.00
1	Remove drain catch and clean away debris		00:08
2	Wipe clean with stainless steel cleanser and non-	-	00:45 00:15
3 4	Rinse sink with warm water and dry with drying c Polish sink with stainless steel polish as needed	10(11	00:15
			00.12
Clean	ing time: 1 minute 20 seconds		
		Sink Hardware (chrome)	
1	Eliminate water spots and calcium build-in by cle	anser used only on chrome and damp non-abr	-
2	Use a clean wiping tool to remove soap residue		00:12
3	Use a polishing tool to dry and buff hardware		00:25
Clean	ing time: 1 minute 27 seconds		
		Soap Dispenser	
1	Wipe clean and polish with appropriate cleanser	and refill as needed.	00:35
Clean	ing time: 35 seconds		
		Refrigerator Exterior	
1	Turn off electricity, move refrigerator and use bru		01:25
2	Clean rubber gasket seal on refrigerator doors wi		00:22
3	Clean surface with wiping cloth and appropriate		01:15
4	Remove grill from bottom of refrigerator and rem	ove and clean the drip pan as needed	00:21
5	Turn on electricity		00:01
Clean	ing time: 3 minutes 24 seconds		
		Refrigerator Interior	
1	Remove all items from refrigerator checking for t		04:30
2	Clean interior of refrigerator from top to bottom v		04:45
3	Dry interior of refrigerator with dry cloth or paper		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		00:27
7	Wipe and return all non-expired items back into the		
8	Remove food items from the freezer checking for		01:25 03:45
9 10	Clean shelves, panels and drawers of the freezer		
10 11	Remove ice from ice drawer and wipe clean with		00:15 02:25
	Return all non-expired items back into the freezer	pracing any needed terms on shopping list	02.25
Clean	ing time: 29 minutes 17 seconds		
		Oven Exterior	
1	Clean glass surfaces with glass cleanser and wip	bing cloth	00:15
2	Clean non-glass surfaces		00:12

Cleaning time: 34 seconds

Oven Interior

00:07

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
Clean	ing 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
		00.07
Clean	ing 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
Clean	ing 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
Clean	ing 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
Clean	ing time: 6 minutes 48 seconds	
	Blender	00.40
1	Clean with wiping cloth	00:12
Clean	ing 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
Clean	ing 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 desinfectant	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
	ing time: 5 minutes 40 seconds	
Glean	-	
1	Shelf (glass)	00.10
1	Remove accessories	00:10
2	Clean the glass surface with wiping cloth	00:12
3	Clean accessories and replace	00:30
Clean	ing 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
Clean	ing 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
Clean	ing time: 8 minutes 30 seconds	
Jour	3 x Chair (non-fabric)	

2	Polish surface with polishing cloth		00:36	
Cleani	ing time: 1 minute 30 seconds			
	3 x Pillo	N		
1	Shake and fluff pillow and replace on furniture		00:15	
Cleani	ing time: 15 seconds			
	5 x Outlet F	late		
1	Clean with all purpose solution and wiping cloth		00:25	
2	Polish if needed		00:15	
Cleani	ing time: 40 seconds			
	Electronic Device,	•		
1	CAUTION: Wear dry rubber gloves. Dust carefully all surfaces of the tool	electronic device with dry no	on-conductive dusting 00:07	
Cleani	ing time: 7 seconds			
	Closet Door (n	o 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	
Cleani	ing time: 1 minute 45 seconds	<i>c</i> .		
1	Rug 12 so	l.ft	00:36	
	Vacuum carefully using appropriate attachments		00.36	
Cleani	ing time: 36 seconds			
1	Hardwood floor	240 sq.ft	04:00	
1 2	Move furniture as needed Clean floor with damp mop and appropriate cleanser		04:00 08:00	
2	Polish floor as needed with appropriate polish		04:00	
4	Replace furniture		04:00	
	ing time: 20 minutes 0 seconds		01.00	
Clean	Baseboards	12 #		
1	Clean with wiping cloth	1511	01:05	
			01.00	
Cleani	ing time [.] 1 minute 5 seconds			
Cleani	ing time: 1 minute 5 seconds Breakfast Area Fir	al Touches		
Cleani 1	ing time: 1 minute 5 seconds Breakfast Area Fir Organize all chairs in breakfast area neatly.	al Touches	00:21	
1	Breakfast Area Fir	al Touches	00:21	
1	Breakfast Area Fir Organize all chairs in breakfast area neatly. ing time: 21 seconds	al Touches	00:21	
1	Breakfast Area Fir Organize all chairs in breakfast area neatly. ing time: 21 seconds		00:21 - Total cleaning time: 1 hour 17 minutes 40 seconds	
1	Breakfast Area Fir Organize all chairs in breakfast area neatly. ing time: 21 seconds	d Cleaning T		
1	Breakfast Area Fir Organize all chairs in breakfast area neatly. ing time: 21 seconds <u>Room: Living room</u> Standar	d Cleaning T		
1 Cleani 1	Breakfast Area Fir Organize all chairs in breakfast area neatly. ing time: 21 seconds <u>Room: Living room</u> Standar Storage Cl	d Cleaning T	otal cleaning time: 1 hour 17 minutes 40 seconds	
1 Cleani 1	Breakfast Area Fin Organize all chairs in breakfast area neatly. ing time: 21 seconds <u>Room: Living room</u> Standar Vacuum dust from any accessible surfaces	d Cleaning T	otal cleaning time: 1 hour 17 minutes 40 seconds	
1 Cleani 1	Breakfast Area Fir Organize all chairs in breakfast area neatly. ing time: 21 seconds <u>Room: Living room</u> Standar Storage Cla Vacuum dust from any accessible surfaces ing time: 3 minutes 30 seconds	d Cleaning T	otal cleaning time: 1 hour 17 minutes 40 seconds	
1 Cleani 1 Cleani	Breakfast Area Fir Organize all chairs in breakfast area neatly. ing time: 21 seconds <u>Room: Living room</u> Standar Storage Cle Vacuum dust from any accessible surfaces ing time: 3 minutes 30 seconds Fireplace Real Wood B	d Cleaning T	otal cleaning time: 1 hour 17 minutes 40 seconds	
1 Cleani 1 Cleani 1	Breakfast Area Fir Organize all chairs in breakfast area neatly. ing time: 21 seconds <u>Room: Living room</u> Standar Storage Cle Vacuum dust from any accessible surfaces ing time: 3 minutes 30 seconds Fireplace Real Wood B Remove soot and grime from fireplace grate with wire brush	d Cleaning T	otal cleaning time: 1 hour 17 minutes 40 seconds 03:30 00:22	
1 Cleani 1 Cleani 1 2	Breakfast Area Fir Organize all chairs in breakfast area neatly. ing time: 21 seconds <u>Room: Living room</u> Standar Storage Cla Vacuum dust from any accessible surfaces ing time: 3 minutes 30 seconds <u>Fireplace Real Wood B</u> Remove soot and grime from fireplace grate with wire brush Remove andirons and set aside for cleaning Vacuum or sweep remaining wood ashes from firebox Clean firebox chamber with vinegar or washing soda and warm wate	d Cleaning T oset urning Chamber	Total cleaning time: 1 hour 17 minutes 40 seconds 03:30 00:22 00:07 00:45 04:30	
1 Cleani 1 Cleani 1 2 3 4 5	Breakfast Area Fir Organize all chairs in breakfast area neatly. ing time: 21 seconds <u>Room: Living room</u> Standar Storage Cle Vacuum dust from any accessible surfaces ing time: 3 minutes 30 seconds <u>Fireplace Real Wood B</u> Remove soot and grime from fireplace grate with wire brush Remove andirons and set aside for cleaning Vacuum or sweep remaining wood ashes from firebox Clean firebox chamber with vinegar or washing soda and warm wate Rinse with warm water and let dry	d Cleaning T oset urning Chamber	Total cleaning time: 1 hour 17 minutes 40 seconds 03:30 00:22 00:07 00:45 04:30 01:10	
1 Cleani 1 Cleani 1 2 3 4	Breakfast Area Fir Organize all chairs in breakfast area neatly. ing time: 21 seconds <u>Room: Living room</u> Standar Storage Cla Vacuum dust from any accessible surfaces ing time: 3 minutes 30 seconds <u>Fireplace Real Wood B</u> Remove soot and grime from fireplace grate with wire brush Remove andirons and set aside for cleaning Vacuum or sweep remaining wood ashes from firebox Clean firebox chamber with vinegar or washing soda and warm wate	d Cleaning T oset urning Chamber	Total cleaning time: 1 hour 17 minutes 40 seconds 03:30 00:22 00:07 00:45 04:30	
1 Cleani 1 Cleani 1 2 3 4 5 6	Breakfast Area Fir Organize all chairs in breakfast area neatly. ing time: 21 seconds <u>Room: Living room</u> Standar Storage Cle Vacuum dust from any accessible surfaces ing time: 3 minutes 30 seconds <u>Fireplace Real Wood B</u> Remove soot and grime from fireplace grate with wire brush Remove andirons and set aside for cleaning Vacuum or sweep remaining wood ashes from firebox Clean firebox chamber with vinegar or washing soda and warm wate Rinse with warm water and let dry	d Cleaning T oset urning Chamber	Total cleaning time: 1 hour 17 minutes 40 seconds 03:30 00:22 00:07 00:45 04:30 01:10	
1 Cleani 1 Cleani 1 2 3 4 5 6 Cleani	Breakfast Area Fir Organize all chairs in breakfast area neatly. ing time: 21 seconds <u>Room: Living room</u> Standar Storage Cla Vacuum dust from any accessible surfaces ing time: 3 minutes 30 seconds <u>Fireplace Real Wood B</u> Remove soot and grime from fireplace grate with wire brush Remove andirons and set aside for cleaning Vacuum or sweep remaining wood ashes from firebox Clean firebox chamber with vinegar or washing soda and warm wate Rinse with warm water and let dry Wipe clean andirons and grate and then put back into chamber ing time: 7 minutes 12 seconds <u>Fireplace Mante</u>	d Cleaning T oset urning Chamber er using stiff bristled brush	Total cleaning time: 1 hour 17 minutes 40 seconds 03:30 00:22 00:07 00:45 04:30 01:10 00:18	
1 Cleani 1 Cleani 1 2 3 4 5 6 Cleani 1	Breakfast Area Fir Organize all chairs in breakfast area neatly. ing time: 21 seconds <u>Room: Living room</u> Standar Storage Cla Vacuum dust from any accessible surfaces ing time: 3 minutes 30 seconds <u>Fireplace Real Wood B</u> Remove soot and grime from fireplace grate with wire brush Remove andirons and set aside for cleaning Vacuum or sweep remaining wood ashes from firebox Clean firebox chamber with vinegar or washing soda and warm wate Rinse with warm water and let dry Wipe clean andirons and grate and then put back into chamber ing time: 7 minutes 12 seconds <u>Fireplace Mante</u> Remove all accessories from wood mantel	d Cleaning T oset urning Chamber er using stiff bristled brush	Total cleaning time: 1 hour 17 minutes 40 seconds 03:30 00:22 00:07 00:45 04:30 01:10 00:18 00:10	
1 Cleani 1 Cleani 1 2 3 4 5 6 Cleani 1 2	Breakfast Area Fir Organize all chairs in breakfast area neatly. ing time: 21 seconds <u>Room: Living room</u> Standar Storage Cla Vacuum dust from any accessible surfaces ing time: 3 minutes 30 seconds <u>Fireplace Real Wood B</u> Remove soot and grime from fireplace grate with wire brush Remove andirons and set aside for cleaning Vacuum or sweep remaining wood ashes from firebox Clean firebox chamber with vinegar or washing soda and warm wate Rinse with warm water and let dry Wipe clean andirons and grate and then put back into chamber ing time: 7 minutes 12 seconds <u>Fireplace Manter</u> Remove all accessories from wood mantel Wipe mantel with dusting cloth	d Cleaning T oset urning Chamber er using stiff bristled brush	Total cleaning time: 1 hour 17 minutes 40 seconds 03:30 00:22 00:07 00:45 04:30 01:10 00:18	
1 Cleani 1 Cleani 1 2 3 4 5 6 Cleani 1 2 3	Breakfast Area Fir Organize all chairs in breakfast area neatly. ing time: 21 seconds <u>Room: Living room</u> Standau Storage Cla Vacuum dust from any accessible surfaces ing time: 3 minutes 30 seconds <u>Fireplace Real Wood B</u> Remove soot and grime from fireplace grate with wire brush Remove andirons and set aside for cleaning Vacuum or sweep remaining wood ashes from firebox Clean firebox chamber with vinegar or washing soda and warm wate Rinse with warm water and let dry Wipe clean andirons and grate and then put back into chamber ing time: 7 minutes 12 seconds <u>Fireplace Mante</u> Remove all accessories from wood mantel Wipe mantel with dusting cloth Polish wood mantel as needed	d Cleaning T oset urning Chamber er using stiff bristled brush	Total cleaning time: 1 hour 17 minutes 40 seconds 03:30 00:22 00:07 00:45 04:30 01:10 00:18 00:10 00:15 00:15	
1 Cleani 1 Cleani 1 2 3 4 5 6 Cleani 1 2 3 4	Breakfast Area Fir Organize all chairs in breakfast area neatly. ing time: 21 seconds <u>Room: Living room</u> Standar Storage Cle Vacuum dust from any accessible surfaces ing time: 3 minutes 30 seconds <u>Fireplace Real Wood B</u> Remove soot and grime from fireplace grate with wire brush Remove andirons and set aside for cleaning Vacuum or sweep remaining wood ashes from firebox Clean firebox chamber with vinegar or washing soda and warm wate Rinse with warm water and let dry Wipe clean andirons and grate and then put back into chamber ing time: 7 minutes 12 seconds <u>Fireplace Mantel</u> Mipe mantel with dusting cloth Polish wood mantel as needed Clean accessories with wiping cloth and replace on mantel	d Cleaning T oset urning Chamber er using stiff bristled brush	Total cleaning time: 1 hour 17 minutes 40 seconds 03:30 00:22 00:07 00:45 04:30 01:10 00:18	
1 Cleani 1 Cleani 1 2 3 4 5 6 Cleani 1 2 3 4	Breakfast Area Fir Organize all chairs in breakfast area neatly. ing time: 21 seconds <u>Room: Living room</u> Standar Storage Cle Vacuum dust from any accessible surfaces ing time: 3 minutes 30 seconds <u>Fireplace Real Wood B</u> Remove soot and grime from fireplace grate with wire brush Remove andirons and set aside for cleaning Vacuum or sweep remaining wood ashes from firebox Clean firebox chamber with vinegar or washing soda and warm wate Rinse with warm water and let dry Wipe clean andirons and grate and then put back into chamber ing time: 7 minutes 12 seconds <u>Fireplace Mantel</u> Wipe mantel with dusting cloth Polish wood mantel as needed Clean accessories with wiping cloth and replace on mantel ing time: 1 minute 0 seconds	d Cleaning T pset urning Chamber er using stiff bristled brush	Total cleaning time: 1 hour 17 minutes 40 seconds 03:30 00:22 00:07 00:45 04:30 01:10 00:18 00:10 00:15 00:15	
1 Cleani 1 Cleani 1 2 3 4 5 6 Cleani 1 2 3 4 Cleani	Breakfast Area Fir Organize all chairs in breakfast area neatly. ing time: 21 seconds <u>Room: Living room</u> Standar Storage Cla Vacuum dust from any accessible surfaces ing time: 3 minutes 30 seconds Fireplace Real Wood B Remove soot and grime from fireplace grate with wire brush Remove andirons and set aside for cleaning Vacuum or sweep remaining wood ashes from firebox Clean firebox chamber with vinegar or washing soda and warm wate Rinse with warm water and let dry Wipe clean andirons and grate and then put back into chamber ing time: 7 minutes 12 seconds Fireplace Mantel Wipe mantel with dusting cloth Polish wood mantel as needed Clean accessories with wiping cloth and replace on mantel ing time: 1 minute 0 seconds Fireplace Surrou	d Cleaning T pset urning Chamber er using stiff bristled brush	Total cleaning time: 1 hour 17 minutes 40 seconds 03:30 00:22 00:07 00:45 04:30 01:10 00:18 00:15 00:15 00:20	
1 Cleani 1 Cleani 1 2 3 4 5 6 Cleani 1 2 3 4 Cleani	Breakfast Area Fir Organize all chairs in breakfast area neatly. ing time: 21 seconds <u>Room: Living room</u> Standar Storage Cla Vacuum dust from any accessible surfaces ing time: 3 minutes 30 seconds <u>Fireplace Real Wood B</u> Remove soot and grime from fireplace grate with wire brush Remove andirons and set aside for cleaning Vacuum or sweep remaining wood ashes from firebox Clean firebox chamber with vinegar or washing soda and warm wate Rinse with warm water and let dry Wipe clean andirons and grate and then put back into chamber ing time: 7 minutes 12 seconds <u>Fireplace Mante</u> Remove all accessories from wood mantel Wipe mantel with dusting cloth Polish wood mantel as needed Clean accessories with wiping cloth and replace on mantel ing time: 1 minute 0 seconds <u>Fireplace Surrou</u> Clean surround with wiping cloth and water or stone cleaner	d Cleaning T pset urning Chamber er using stiff bristled brush	Total cleaning time: 1 hour 17 minutes 40 seconds 03:30 00:22 00:07 00:45 04:30 01:10 00:18 00:15 00:15 00:20 00:28	
1 Cleani 1 Cleani 1 2 3 4 5 6 Cleani 1 2 3 4 Cleani 1 2 3 4 Cleani	Breakfast Area Fir Organize all chairs in breakfast area neatly. ing time: 21 seconds <u>Room: Living room</u> Standar Storage Cla Vacuum dust from any accessible surfaces ing time: 3 minutes 30 seconds Fireplace Real Wood B Remove soot and grime from fireplace grate with wire brush Remove andirons and set aside for cleaning Vacuum or sweep remaining wood ashes from firebox Clean firebox chamber with vinegar or washing soda and warm wate Rinse with warm water and let dry Wipe clean andirons and grate and then put back into chamber ing time: 7 minutes 12 seconds Fireplace Mantel Wipe mantel with dusting cloth Polish wood mantel as needed Clean accessories with wiping cloth and replace on mantel ing time: 1 minute 0 seconds Fireplace Surrou	d Cleaning T pset urning Chamber er using stiff bristled brush	Total cleaning time: 1 hour 17 minutes 40 seconds 03:30 00:22 00:07 00:45 04:30 01:10 00:18 00:15 00:15 00:20	

1		00.07
1	Vacuum screen	00:27
2	Dust exterior frame	00:25
3	Polish metal frame as needed	00:15
Cleani	ing time: 1 minute 7 seconds	
	Fireplace Hearth (stone or brick)	
1	Clean hearth with wiping cloth and water or stone cleaner	00:22
2	Polish and seal stone as needed	00:18
Cleani	ing time: 40 seconds	
olean	Fireplace Tool Sets	
1	Remove tools from tool set holder	00:09
2	Vacuum stand	00:20
2	Clean stand with wiping cloth	00:20
		00:18
4	Clean tools with wiping cloth and replace on stand	00.25
Cleani	ing time: 1 minute 12 seconds	
	Floor (vacuuming) 234 sq.ft	
1	Vacuum floor including baseboards	03:54
Cleani	ing time: 3 minutes 54 seconds	
	Ceiling Lamp (close non-fabric shade, no crystals)	
4	Switch off the lamp letting shades cool off. Wipe shades and other surfaces with wiping cloth. Replace bulbs as	00 55
1	needed.	00:55
Cleani	ing time: 55 seconds	
2.5411	Window 40 sq.ft	
1	Window 40 sq.nt 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
2	Check for smudges and streaks and re-clean as needed	02:40
		00.40
Cleani	ing time: 4 minutes 40 seconds	
	Blinds (non-fabric) 40 sq.ft	
1	Dust with dusting microfiber tool from top to bottom.	01:20
2	Wipe with wiping microfiber cloth from top to bottom.	16:40
Cleani	ing time: 18 minutes 0 seconds	
	2 x Sofa (fabric)	
1	Remove cushions from sofa	00:12
2	Vacuum fabric	03:30
3	Replace cushions	00:12
	ing time: 3 minutes 54 seconds	
Clean	-	
4	13 x Pillow	04.05
1	Shake and fluff pillow and replace on furniture	01:05
Cleani	ing time: 1 minute 5 seconds	
	Ottoman (fabric)	
1	Vacuum all surfaces	01:05
Cleani	ing time: 1 minute 5 seconds	
	Outlet Plate	
1	Clean with all purpose solution and wiping cloth	00:05
2	Polish if needed	00:03
		00.03
Cleani	ing time: 8 seconds	
	2 x Switch Plate	
1	Clean with all purpose solution and wiping cloth	00:10
2	Polish if needed	00:06
Cleani	ing time: 16 seconds	
	TV set/Monitor	
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
	ing time: 1 minute 3 seconds	
Gedill		
-	Electronic 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
Clean	ing 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
Clean	ing time: 3 minutes 22 seconds	
1	Entrance Door (with glass)	00.50
1 2	Open door and vacuum frame, top and sides and crevices of door Clean all smudges with wiping cloth and all purpose cleanser	00:50 00:40
2	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
Clean	ing time: 2 minutes 30 seconds	
orean	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
Clean	ing time: 1 minute 45 seconds	
	Rug 52 sq.ft	
1	Vacuum carefully using appropriate attachments	02:36
Clean	ing 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
Clean	ing time: 15 minutes 36 seconds	
	Baseboards 13 ft	
1	Clean with wiping cloth	01:05
Clean	ing time: 1 minute 5 seconds	
	Room: Master Bedroom Standard Cleaning Total cleaning time: 46 minute	s 8 seconds
1	Master Bedroom Preliminary Operations 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
	ing time: 1 minute 9 seconds	
orouri	Floor (vacuuming) 120 sq.ft	
1	Vacuum floor including baseboards	02:00
Clean	ing time: 2 minutes 0 seconds	
	Bed Frame (fabric)	
1	Vacuum bed frame	00:25
Clean	ing time: 25 seconds	
	Bed Head Board (non-fabric)	
1	Vacuum head board	00:25
2	Wipe down head board with wiping cloth	01:00
Clean	ing time: 1 minute 25 seconds	
	Bed Foot Board (fabric)	
1	Vacuum food board	00:20
Clean	ing 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
Clean	ing time: 20 seconds	
	2 x Pillow	
1		00.14

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

Cleaning	time [.]	14	seconds
Cleaning	unie.	14	Seconds

Clean	ing time: 14 seconds	
	Throw Blanket	
1	Fold throw blanket	00:05
Clean	ing 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
Clean	ing 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
Clean	ing time: 1 minute 15 seconds	
1	Floor Heater	00.00
1	Switch off the heater letting it cool off. Vacuum and then wipe external surfaces.	00:36
Clean	ing time: 36 seconds	
	Window 18 sq.ft	
1	Wipe clean frame with wiping cloth and appropriate cleanser.	00:36
2 3	Wipe clean glass with glass cleanser and microfiber wiping cloth from top to bottom	01:12 00:18
	Check for smudges and streaks and re-clean as needed	00.16
Clean	ing time: 2 minutes 6 seconds	
-	Dresser (with mirror)	
1	Dust the entire surfaces with dusting cloth	00:28
2 3	Clean mirror with wiping cloth Polish hardware with polishing cloth	00:22 00:15
4	Polish non-glass surfaces with polishing cloth as needed	00:13
		00.10
Clean	ing time: 1 minute 23 seconds	
	Clothing closet (with buit-ins) Clean shelves, drawers, cabinets and hanging bar as needed taking away items to be laundered or brought to dry	
1	cleaners	04:30
2	Sort and organize clothing in accordance to style, color, type of item	05:20
Clean	ing 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
Clean	ing 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
Clean	ing 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
Clean	ing time: 24 seconds	
	Switch Plate	
1	Clean with all purpose solution and wiping cloth	00:05
2	Polish if needed	00:03
Clean	ing 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
Clean	ing 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

Open door and vacuum frame, top and sides and crevices of door

1

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	y time: 3 minutes 30 seconds	
	Rug 21 sq.ft	
1	Vacuum carefully using appropriate attachments	01:03
Cleaning	g 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	g time: 10 minutes 0 seconds	
	Baseboards 36 ft	
1	Clean with wiping cloth	03:00
Cleaning	g 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	g time: 47 seconds	

	<u>Room: Bathroom</u>	Standard Cleaning	Total cleaning time: 38 minu	utes 52 seconds
		Bathroom Preliminary Operations		
1	Remove all room accessories			00:45
2	Collect towels and clothes to be laundered in	to blue plastic bag and remove the bag		00:30
3	Put out fresh towels and hang/fold them eve	nly		00:45
4	Collect trash into black plastic bag and take t	the bag outside of room and replace liner if r	necessary	00:40
Cleanin	ng time: 2 minutes 40 seconds			
	Wall	Lamp (open non-fabric shade, no crystals)		
1	Switch off the lamp letting bulbs cool off. Wi	pe shades, bulbs and other surfaces. Replac	e bulbs as needed.	01:05
Cleanin	ng time: 1 minute 5 seconds			
		Window 6 sq.ft		
1	Wipe clean frame with wiping cloth and appro	opriate cleanser.		00:12
2	Wipe clean glass with glass cleanser and mid	crofiber wiping cloth from top to bottom		00:24
3	Check for smudges and streaks and re-clean	as needed		00:06
Cleanin	ng time: 42 seconds			
		Shutters (wood) 6 sq.ft		
1	Dust shutters with microfiber dusting tool fro	m top to bottom.		00:12
2	Clean with damp microfiber cloth from top to	bottom.		02:00
Cleanin	ng time: 2 minutes 12 seconds			
		Sink Surface (porcelain)		
1	Remove the drain catch and clean away any o	debris		00:08
2	Wipe clean with non-abrasive all-purpose clea	anser and wiping cloth		00:45
Cleanin	ng time: 53 seconds			
		Sink Hardware (nickel)		
1	Eliminate water spots and calcium build-in by	r cleanser used only on chrome and damp n	on-abrasive scrubbing tool	00:50
2	Use a clean wiping tool to remove soap resid	ue		00:12
3	Use a polishing tool to dry and buff hardware			00:25
Cleanin	ng time: 1 minute 27 seconds			
		Toilet Surface (ceramic)		
1	Scrub clean toilet interior with cleanser and s	crubbing brush		01:20
2	Wipe clean all exterior surfaces (lids, tank, ba	ase) with disinfectant cleanser and wiping cl	oth	01:45
3	Dry all surfaces with drying cloth			00:28
4	Flush clean toilet water			00:03

Cleaning time: 3 minutes 36 seconds

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
Clear	ing 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
Clear	ning time: 14 minutes 0 seconds	
1	Mirror (no frame) 9 sq.ft	00.45
1 2	Wipe clean with wiping cloth and cleanser using ladder to reach all sides from top to bottom.	00:45 00:09
	Recheck mirror to be sure there are no streaks or smudges visible.	00.09
Clear	ning time: 54 seconds	
1	Switch Plate	00.05
1 2	Clean with all purpose solution and wiping cloth Polish if needed	00:05 00:03
		00.03
Clear	ning time: 8 seconds	
1	Outlet Plate Clean with all purpose solution and wiping cloth	00:05
2	Polish if needed	00:03
	ning time: 8 seconds	00.00
Cieai	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
	ning time: 38 seconds	
olcui	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
Clear	ing time: 1 minute 45 seconds	
0.00	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
Clear	ing time: 1 minute 24 seconds	
	Baseboards 17 ft	
1	Clean with wiping cloth	01:25
Clear	ing 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
Clear	ing time: 1 minute 35 seconds	
	Poom: Guest Rodroom Standard Cleaning Total cleaning to	ma: 1 hour 17 minutes 11 second

	<u>Room: Guest Bedroom</u>	Standard Cleaning	Total cleaning time: 1 hour 17 minutes 11 seconds
	Master B	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

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Cleaning time: 2 minutes 50 seconds

	ing 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
Cleani	ing time: 1 minute 0 seconds	
Clean	-	
-	Bed Head Board (non-fabric)	00.05
1	Vacuum head board	00:25
2	Wipe down head board with wiping cloth	01:00
Cleani	ing 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
Cleani	ing time: 55 seconds	
	Mattress Cover	
1	Stretch the mattress cover	00:05
		00.05
Cleani	ing time: 5 seconds	
	Fitted Sheet	
1	Place on bed the fitted sheet (top corners first)	00:05
Cleani	ing time: 5 seconds	
	2 x Pillow	
1	Put the pillowcase on the pillow and lay it with opening facing outward	00:14
Clean	ing time: 14 seconds	
-	Comforter/Duvet	00.05
1	Pull up the comforter/duvet and fold over.	00:05
Cleani	ing time: 5 seconds	
	Bedspread	
1	Lay the bedspread over entire bed tucking it over the sleeping pillows	00:25
Cleani	ing time: 25 seconds	
	2 x Decorative Pillow	
1	Fluff the decorative pillow and place on bed	00:06
		00.00
Cleani		
	ing time: 6 seconds	
	Ceiling Lamp (close non-fabric shade, crystals)	
1	Ceiling Lamp (close non-fabric shade, crystals) Switch off the lamp letting shades cool off. Wipe shades and other surfaces with wiping cloth. Replace bulbs as	00:55
1	Ceiling Lamp (close non-fabric shade, crystals) Switch off the lamp letting shades cool off. Wipe shades and other surfaces with wiping cloth. Replace bulbs as needed.	
	Ceiling Lamp (close non-fabric shade, crystals) Switch off the lamp letting shades cool off. Wipe shades and other surfaces with wiping cloth. Replace bulbs as	00:55 02:00
1 2	Ceiling Lamp (close non-fabric shade, crystals) Switch off the lamp letting shades cool off. Wipe shades and other surfaces with wiping cloth. Replace bulbs as needed.	
1 2	Ceiling Lamp (close non-fabric shade, crystals) Switch off the lamp letting shades cool off. Wipe shades and other surfaces with wiping cloth. Replace bulbs as needed. Polish crystals with crystal polish and polishing cloth	
1 2	Ceiling Lamp (close non-fabric shade, crystals) Switch off the lamp letting shades cool off. Wipe shades and other surfaces with wiping cloth. Replace bulbs as needed. Polish crystals with crystal polish and polishing cloth ing time: 2 minutes 55 seconds	
1 2 Cleani 1	Ceiling Lamp (close non-fabric shade, crystals) Switch off the lamp letting shades cool off. Wipe shades and other surfaces with wiping cloth. Replace bulbs as needed. Polish crystals with crystal polish and polishing cloth ing time: 2 minutes 55 seconds Table Lamp (non-fabric shade) Switch off the lamp letting bulb cool off. Wipe shade, bulb and other surfaces. Replace bulb as needed.	02:00
1 2 Cleani 1	Ceiling Lamp (close non-fabric shade, crystals) Switch off the lamp letting shades cool off. Wipe shades and other surfaces with wiping cloth. Replace bulbs as needed. Polish crystals with crystal polish and polishing cloth ing time: 2 minutes 55 seconds Table Lamp (non-fabric shade) Switch off the lamp letting bulb cool off. Wipe shade, bulb and other surfaces. Replace bulb as needed. ing time: 1 minute 5 seconds	02:00
1 2 Cleani 1 Cleani	Ceiling Lamp (close non-fabric shade, crystals) Switch off the lamp letting shades cool off. Wipe shades and other surfaces with wiping cloth. Replace bulbs as needed. Polish crystals with crystal polish and polishing cloth ing time: 2 minutes 55 seconds Table Lamp (non-fabric shade) Switch off the lamp letting bulb cool off. Wipe shade, bulb and other surfaces. Replace bulb as needed. ing time: 1 minute 5 seconds Floor Heater	02:00 01:05
1 2 Cleani 1 Cleani 1	Ceiling Lamp (close non-fabric shade, crystals) Switch off the lamp letting shades cool off. Wipe shades and other surfaces with wiping cloth. Replace bulbs as needed. Polish crystals with crystal polish and polishing cloth ing time: 2 minutes 55 seconds Table Lamp (non-fabric shade) Switch off the lamp letting bulb cool off. Wipe shade, bulb and other surfaces. Replace bulb as needed. ing time: 1 minute 5 seconds Floor Heater Switch off the heater letting it cool off. Vacuum and then wipe external surfaces.	02:00
1 2 Cleani 1 Cleani 1	Ceiling Lamp (close non-fabric shade, crystals) Switch off the lamp letting shades cool off. Wipe shades and other surfaces with wiping cloth. Replace bulbs as needed. Polish crystals with crystal polish and polishing cloth ing time: 2 minutes 55 seconds Table Lamp (non-fabric shade) Switch off the lamp letting bulb cool off. Wipe shade, bulb and other surfaces. Replace bulb as needed. ing time: 1 minute 5 seconds Floor Heater	02:00 01:05
1 2 Cleani 1 Cleani 1	Ceiling Lamp (close non-fabric shade, crystals) Switch off the lamp letting shades cool off. Wipe shades and other surfaces with wiping cloth. Replace bulbs as needed. Polish crystals with crystal polish and polishing cloth ing time: 2 minutes 55 seconds Table Lamp (non-fabric shade) Switch off the lamp letting bulb cool off. Wipe shade, bulb and other surfaces. Replace bulb as needed. ing time: 1 minute 5 seconds Floor Heater Switch off the heater letting it cool off. Vacuum and then wipe external surfaces.	02:00 01:05
1 2 Cleani 1 Cleani 1	Ceiling Lamp (close non-fabric shade, crystals) Switch off the lamp letting shades cool off. Wipe shades and other surfaces with wiping cloth. Replace bulbs as needed. Polish crystals with crystal polish and polishing cloth ing time: 2 minutes 55 seconds Table Lamp (non-fabric shade) Switch off the lamp letting bulb cool off. Wipe shade, bulb and other surfaces. Replace bulb as needed. ing time: 1 minute 5 seconds Floor Heater Switch off the heater letting it cool off. Vacuum and then wipe external surfaces. ing time: 36 seconds Window 32 sq.ft Wipe clean frame with wiping cloth and appropriate cleanser.	02:00 01:05 00:36 01:04
1 2 Cleani 1 Cleani 1 Cleani	Ceiling Lamp (close non-fabric shade, crystals) Switch off the lamp letting shades cool off. Wipe shades and other surfaces with wiping cloth. Replace bulbs as needed. Polish crystals with crystal polish and polishing cloth ing time: 2 minutes 55 seconds Table Lamp (non-fabric shade) Switch off the lamp letting bulb cool off. Wipe shade, bulb and other surfaces. Replace bulb as needed. ing time: 1 minute 5 seconds Floor Heater Switch off the heater letting it cool off. Vacuum and then wipe external surfaces. ing time: 36 seconds Window 32 sq.ft Wipe clean frame with wiping cloth and appropriate cleanser. Wipe clean glass with glass cleanser and microfiber wiping cloth from top to bottom	02:00 01:05 00:36
1 2 Cleani 1 Cleani 1 Cleani	Ceiling Lamp (close non-fabric shade, crystals) Switch off the lamp letting shades cool off. Wipe shades and other surfaces with wiping cloth. Replace bulbs as needed. Polish crystals with crystal polish and polishing cloth ing time: 2 minutes 55 seconds Table Lamp (non-fabric shade) Switch off the lamp letting bulb cool off. Wipe shade, bulb and other surfaces. Replace bulb as needed. ing time: 1 minute 5 seconds Floor Heater Switch off the heater letting it cool off. Vacuum and then wipe external surfaces. ing time: 36 seconds Window 32 sq.ft Wipe clean frame with wiping cloth and appropriate cleanser.	02:00 01:05 00:36 01:04
1 2 Cleani 1 Cleani 1 Cleani 1 2 3	Ceiling Lamp (close non-fabric shade, crystals) Switch off the lamp letting shades cool off. Wipe shades and other surfaces with wiping cloth. Replace bulbs as needed. Polish crystals with crystal polish and polishing cloth ing time: 2 minutes 55 seconds Table Lamp (non-fabric shade) Switch off the lamp letting bulb cool off. Wipe shade, bulb and other surfaces. Replace bulb as needed. ing time: 1 minute 5 seconds Floor Heater Switch off the heater letting it cool off. Vacuum and then wipe external surfaces. ing time: 36 seconds Window 32 sq.ft Wipe clean frame with wiping cloth and appropriate cleanser. Wipe clean glass with glass cleanser and microfiber wiping cloth from top to bottom	02:00 01:05 00:36 01:04 02:08
1 2 Cleani 1 Cleani 1 Cleani 1 2 3	Ceiling Lamp (close non-fabric shade, crystals) Switch off the lamp letting shades cool off. Wipe shades and other surfaces with wiping cloth. Replace bulbs as needed. Polish crystals with crystal polish and polishing cloth ing time: 2 minutes 55 seconds Table Lamp (non-fabric shade) Switch off the lamp letting bulb cool off. Wipe shade, bulb and other surfaces. Replace bulb as needed. ing time: 1 minute 5 seconds Floor Heater Switch off the heater letting it cool off. Vacuum and then wipe external surfaces. ing time: 36 seconds Window 32 sq.ft Wipe clean frame with wiping cloth and appropriate cleanser. Wipe clean glass with glass cleanser and microfiber wiping cloth from top to bottom Check for smudges and streaks and re-clean as needed ing time: 3 minutes 44 seconds	02:00 01:05 00:36 01:04 02:08
1 2 Cleani 1 Cleani 1 Cleani 1 2 3	Ceiling Lamp (close non-fabric shade, crystals) Switch off the lamp letting shades cool off. Wipe shades and other surfaces with wiping cloth. Replace bulbs as needed. Polish crystals with crystal polish and polishing cloth ing time: 2 minutes 55 seconds Table Lamp (non-fabric shade) Switch off the lamp letting bulb cool off. Wipe shade, bulb and other surfaces. Replace bulb as needed. ing time: 1 minute 5 seconds Floor Heater Switch off the heater letting it cool off. Vacuum and then wipe external surfaces. ing time: 36 seconds Window 32 sq.ft Wipe clean frame with wiping cloth and appropriate cleanser. Wipe clean glass with glass cleanser and microfiber wiping cloth from top to bottom Check for smudges and streaks and re-clean as needed ing time: 3 minutes 44 seconds	02:00 01:05 00:36 01:04 02:08
1 2 Cleani 1 Cleani 1 2 3 Cleani 1	Ceiling Lamp (close non-fabric shade, crystals) Switch off the lamp letting shades cool off. Wipe shades and other surfaces with wiping cloth. Replace bulbs as needed. Polish crystals with crystal polish and polishing cloth ing time: 2 minutes 55 seconds Table Lamp (non-fabric shade) Switch off the lamp letting bulb cool off. Wipe shade, bulb and other surfaces. Replace bulb as needed. ing time: 1 minute 5 seconds Floor Heater Switch off the heater letting it cool off. Vacuum and then wipe external surfaces. ing time: 36 seconds Window 32 sq.ft Wipe clean frame with wiping cloth and appropriate cleanser. Wipe clean glass with glass cleanser and microfiber wiping cloth from top to bottom Check for smudges and streaks and re-clean as needed ing time: 3 minutes 44 seconds Blinds (non-fabric) 32 sq.ft Dust with dusting microfiber tool from top to bottom.	02:00 01:05 00:36 01:04 02:08 00:32
1 2 Cleani 1 Cleani 1 2 3 Cleani 1 2	Ceiling Lamp (close non-fabric shade, crystals) Switch off the lamp letting shades cool off. Wipe shades and other surfaces with wiping cloth. Replace bulbs as needed. Polish crystals with crystal polish and polishing cloth ing time: 2 minutes 55 seconds Table Lamp (non-fabric shade) Switch off the lamp letting bulb cool off. Wipe shade, bulb and other surfaces. Replace bulb as needed. ing time: 1 minute 5 seconds Floor Heater Switch off the heater letting it cool off. Vacuum and then wipe external surfaces. ing time: 36 seconds Window 32 sq.ft Wipe clean frame with wiping cloth and appropriate cleanser. Wipe clean frame with glass cleanser and microfiber wiping cloth from top to bottom. Check for smudges and streaks and re-clean as needed ing time: 3 minutes 44 seconds Blinds (non-fabric) 32 sq.ft Dust with dusting microfiber tool from top to bottom. Wipe with wiping microfiber tool from top to bottom.	02:00 01:05 00:36 01:04 02:08 00:32
1 2 Cleani 1 Cleani 1 2 3 Cleani 1 2	Ceiling Lamp (close non-fabric shade, crystals) Switch off the lamp letting shades cool off. Wipe shades and other surfaces with wiping cloth. Replace bulbs as needed. Polish crystals with crystal polish and polishing cloth ing time: 2 minutes 55 seconds Table Lamp (non-fabric shade) Switch off the lamp letting bulb cool off. Wipe shade, bulb and other surfaces. Replace bulb as needed. ing time: 1 minute 5 seconds Floor Heater Switch off the heater letting it cool off. Vacuum and then wipe external surfaces. ing time: 36 seconds Window 32 sq.ft Wipe clean frame with wiping cloth and appropriate cleanser. Wipe clean glass with glass cleanser and microfiber wiping cloth from top to bottom Check for smudges and streaks and re-clean as needed ing time: 3 minutes 44 seconds Blinds (non-fabric) 32 sq.ft Dust with dusting microfiber tool from top to bottom. Wipe with wiping microfiber tool from top to bottom. Wipe with wiping microfiber tool from top to bottom.	02:00 01:05 00:36 01:04 02:08 00:32
1 2 Cleani 1 Cleani 1 2 3 Cleani 1 2 Cleani	Celling Lamp (close non-fabric shade, crystals) Switch off the lamp letting shades cool off. Wipe shades and other surfaces with wiping cloth. Replace bulbs as needed. Polish crystals with crystal polish and polishing cloth ing time: 2 minutes 55 seconds Table Lamp (non-fabric shade) Switch off the lamp letting bulb cool off. Wipe shade, bulb and other surfaces. Replace bulb as needed. ing time: 1 minute 5 seconds Floor Heater Switch off the hater letting it cool off. Vacuum and then wipe external surfaces. ing time: 36 seconds Window 32 sq.ft Mipe clean frame with wiping cloth and appropriate cleanser. Wipe clean glass with glass cleanser and microfiber wiping cloth from top to bottom. Check for smudges and streaks and re-clean as needed ing time: 3 minutes 44 seconds Blinds (non-fabric) 32 sq.ft Dust with dusting microfiber tool from top to bottom. Wipe with wiping microfiber cloth from top to bottom. Wipe with wiping microfiber cloth from top to bottom. Wipe with wiping microfiber cloth from top to bottom. Wipe with wiping microfiber cloth from top to bottom. Wipe with wiping microfiber cloth from top to bottom. Wipe with wiping microfiber cloth from top to bottom. Wipe with	02:00 01:05 00:36 01:04 02:08 00:32 01:04 13:20
1 2 Cleani 1 Cleani 1 2 3 Cleani 1 2 Cleani 1 2 1	Celling Lamp (close non-fabric shade, crystals) Switch off the lamp letting shades cool off. Wipe shades and other surfaces with wiping cloth. Replace bulbs as needed. Polish crystals with crystal polish and polishing cloth ing time: 2 minutes 55 seconds Table Lamp (non-fabric shade) Switch off the lamp letting bulb cool off. Wipe shade, bulb and other surfaces. Replace bulb as needed. ing time: 1 minute 5 seconds Floor Heater Switch off the heater letting it cool off. Vacuum and then wipe external surfaces. ing time: 36 seconds Window 32 sq.ft Wipe clean frame with wiping cloth and appropriate cleanser. Wipe clean glass with glass cleanser and microfiber wiping cloth from top to bottom Check for smudges and streaks and re-clean as needed ing time: 3 minutes 44 seconds Blinds (non-fabric) 32 sq.ft Dust with dusting microfiber tool from top to bottom. Wipe with wiping microfiber cloth from top to bottom. wipe with wiping microfiber cloth from top to bottom. Dust with dusting microfiber cloth from top to bottom. Wipe with wiping microfiber cloth from top to bottom. Wipe with wiping microfiber cloth from top to bottom. Wipe with wiping microfiber cloth from top to bottom. Wipe with	02:00 01:05 00:36 01:04 02:08 00:32 01:04 13:20 00:35
1 2 Cleani 1 Cleani 1 2 3 Cleani 1 2 Cleani 1 2 1 2	Ceiling Lamp (close non-fabric shade, crystals) Switch off the lamp letting shades cool off. Wipe shades and other surfaces with wiping cloth. Replace bulbs as needed. Polish crystals with crystal polish and polishing cloth ing time: 2 minutes 55 seconds Table Lamp (non-fabric shade) Switch off the lamp letting bulb cool off. Wipe shade, bulb and other surfaces. Replace bulb as needed. ing time: 1 minute 5 seconds Floor Heater Switch off the heater letting it cool off. Vacuum and then wipe external surfaces. ing time: 36 seconds Window 32 sq.ft Wipe clean frame with wiping cloth and appropriate cleanser. Wipe clean glass with glass cleanser and microfiber wiping cloth from top to bottom Check for smudges and streaks and re-clean as needed ing time: 3 minutes 44 seconds Blinds (non-fabric) 32 sq.ft Dust with dusting microfiber tool from top to bottom. Wipe with wiping microfiber tool from top to bottom. Wipe with wiping microfiber cloth from top to bottom. Ing time: 14 minutes 24 seconds Bureau Dust the entire surfaces with dusting cloth Polish hardware with polishing cloth	02:00 01:05 00:36 01:04 02:08 00:32 01:04 13:20 00:35 00:15
1 2 Cleani 1 Cleani 1 2 3 Cleani 1 2 Cleani 1 2 1	Celling Lamp (close non-fabric shade, crystals) Switch off the lamp letting shades cool off. Wipe shades and other surfaces with wiping cloth. Replace bulbs as needed. Polish crystals with crystal polish and polishing cloth ing time: 2 minutes 55 seconds Table Lamp (non-fabric shade) Switch off the lamp letting bulb cool off. Wipe shade, bulb and other surfaces. Replace bulb as needed. ing time: 1 minute 5 seconds Floor Heater Switch off the heater letting it cool off. Vacuum and then wipe external surfaces. ing time: 36 seconds Window 32 sq.ft Wipe clean frame with wiping cloth and appropriate cleanser. Wipe clean glass with glass cleanser and microfiber wiping cloth from top to bottom Check for smudges and streaks and re-clean as needed ing time: 3 minutes 44 seconds Blinds (non-fabric) 32 sq.ft Dust with dusting microfiber tool from top to bottom. Wipe with wiping microfiber cloth from top to bottom. wipe with wiping microfiber cloth from top to bottom. Dust with dusting microfiber cloth from top to bottom. Wipe with wiping microfiber cloth from top to bottom. Wipe with wiping microfiber cloth from top to bottom. Wipe with wiping microfiber cloth from top to bottom. Wipe with	02:00 01:05 00:36 01:04 02:08 00:32 01:04 13:20 00:35
1 2 Cleani 1 Cleani 1 2 3 Cleani 1 2 Cleani 1 2 3	Ceiling Lamp (close non-fabric shade, crystals) Switch off the lamp letting shades cool off. Wipe shades and other surfaces with wiping cloth. Replace bulbs as needed. Polish crystals with crystal polish and polishing cloth ing time: 2 minutes 55 seconds Table Lamp (non-fabric shade) Switch off the lamp letting bulb cool off. Wipe shade, bulb and other surfaces. Replace bulb as needed. ing time: 1 minute 5 seconds Floor Heater Switch off the heater letting it cool off. Vacuum and then wipe external surfaces. ing time: 36 seconds Window 32 sq.ft Wipe clean frame with wiping cloth and appropriate cleanser. Wipe clean glass with glass cleanser and microfiber wiping cloth from top to bottom Check for smudges and streaks and re-clean as needed ing time: 3 minutes 44 seconds Blinds (non-fabric) 32 sq.ft Dust with dusting microfiber tool from top to bottom. Wipe with wiping microfiber tool from top to bottom. Wipe with wiping microfiber cloth from top to bottom. Ing time: 14 minutes 24 seconds Bureau Dust the entire surfaces with dusting cloth Polish hardware with polishing cloth	02:00 01:05 00:36 01:04 02:08 00:32 01:04 13:20 00:35 00:15

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
Clean	ing 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
Clean	ing time: 4 minutes 0 seconds	
	Clothing closet (no buit-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
Clean	ing 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
Clean	ing 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
Clean	ing 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
Clean	ing time: 24 seconds	
	Switch Plate	
1	Clean with all purpose solution and wiping cloth	00:05
2	Polish if needed	00:03
Clean	ing time: 8 seconds	
	Electronic Device	
1	Turn off the device	00:01
1 2		00:01 00:12
	Turn off the device	
2 3	Turn off the device Dust all surfaces of the electronic device with dusting tool (lift device to clean underneath)	00:12
2 3	Turn off the device Dust all surfaces of the electronic device with dusting tool (lift device to clean underneath) Clean all smudges with wiping cloth	00:12
2 3	Turn off the device Dust all surfaces of the electronic device with dusting tool (lift device to clean underneath) Clean all smudges with wiping cloth ing time: 19 seconds	00:12
2 3 Clean 1	Turn off the device Dust all surfaces of the electronic device with dusting tool (lift device to clean underneath) Clean all smudges with wiping cloth ing time: 19 seconds Wall Art (frameless)	00:12 00:06
2 3 Clean 1	Turn off the device Dust all surfaces of the electronic device with dusting tool (lift device to clean underneath) Clean all smudges with wiping cloth ing time: 19 seconds Wall Art (frameless) Remove dust with dusting tool	00:12 00:06
2 3 Clean 1	Turn off the device Dust all surfaces of the electronic device with dusting tool (lift device to clean underneath) Clean all smudges with wiping cloth ing time: 19 seconds Wall Art (frameless) Remove dust with dusting tool ing time: 7 seconds	00:12 00:06
2 3 Clean 1 Clean	Turn off the device Dust all surfaces of the electronic device with dusting tool (lift device to clean underneath) Clean all smudges with wiping cloth ing time: 19 seconds Wall Art (frameless) Remove dust with dusting tool ing time: 7 seconds Room Door (no glass)	00:12 00:06 00:07
2 3 Clean 1 Clean	Turn off the device Dust all surfaces of the electronic device with dusting tool (lift device to clean underneath) Clean all smudges with wiping cloth ing time: 19 seconds Wall Art (frameless) Remove dust with dusting tool ing time: 7 seconds Room Door (no glass) Open door and vacuum frame, top and sides and crevices of door	00:12 00:06 00:07 00:40
2 3 Clean 1 Clean 1 2 3	Turn off the device Dust all surfaces of the electronic device with dusting tool (lift device to clean underneath) Clean all smudges with wiping cloth ing time: 19 seconds Wall Art (frameless) Remove dust with dusting tool ing time: 7 seconds Room Door (no glass) Open door and vacuum frame, top and sides and crevices of door Clean all smudges with wiping cloth and all purpose cleanser	00:12 00:06 00:07 00:40 00:50
2 3 Clean 1 Clean 1 2 3	Turn off the device Dust all surfaces of the electronic device with dusting tool (lift device to clean underneath) Clean all smudges with wiping cloth ing time: 19 seconds Wall Art (frameless) Remove dust with dusting tool ing time: 7 seconds Room Door (no glass) Open door and vacuum frame, top and sides and crevices of door Clean all smudges with wiping cloth and all purpose cleanser Polish door handle with appropriate polish and polishing cloth	00:12 00:06 00:07 00:40 00:50
2 3 Clean 1 Clean 1 2 3	Turn off the device Dust all surfaces of the electronic device with dusting tool (lift device to clean underneath) Clean all smudges with wiping cloth ing time: 19 seconds Wall Art (frameless) Remove dust with dusting tool ing time: 7 seconds Room Door (no glass) Open door and vacuum frame, top and sides and crevices of door Clean all smudges with wiping cloth and all purpose cleanser Polish door handle with appropriate polish and polishing cloth ing time: 1 minute 45 seconds	00:12 00:06 00:07 00:40 00:50
2 3 Clean 1 Clean 1 2 3 Clean	Turn off the device Dust all surfaces of the electronic device with dusting tool (lift device to clean underneath) Clean all smudges with wiping cloth ing time: 19 seconds Wall Art (frameless) Remove dust with dusting tool ing time: 7 seconds Room Door (no glass) Open door and vacuum frame, top and sides and crevices of door Clean all smudges with wiping cloth and all purpose cleanser Polish door handle with appropriate polish and polishing cloth ing time: 1 minute 45 seconds Closet Door (no glass)	00:12 00:06 00:07 00:40 00:50 00:15
2 3 Clean 1 Clean 3 Clean	Turn off the device Dust all surfaces of the electronic device with dusting tool (lift device to clean underneath) Clean all smudges with wiping cloth ing time: 19 seconds Wall Art (frameless) Remove dust with dusting tool ing time: 7 seconds Clean all smudges with wiping cloth and all purpose cleanser Polish door and vacuum frame, top and sides and crevices of door Clean all smudges with wiping cloth and all purpose cleanser Polish door handle with appropriate polish and polishing cloth ing time: 1 minute 45 seconds Closet Door (no glass) Open door and vacuum frame, top and sides and crevices of door Closet Door (no glass) Open door and vacuum frame, top and sides and crevices of door	00:12 00:06 00:07 00:40 00:50 00:15 00:40
2 3 Clean 1 Clean 1 2 3 Clean 1 2 3	Turn off the device Dust all surfaces of the electronic device with dusting tool (lift device to clean underneath) Clean all smudges with wiping cloth ing time: 19 seconds Wall Art (frameless) Remove dust with dusting tool ing time: 7 seconds Chean all smudges with wiping cloth and all purpose cleanser Polish door handle with appropriate polish and polishing cloth ing time: 1 minute 45 seconds Closet Door (no glass) Open door and vacuum frame, top and sides and crevices of door Clean all smudges with wiping cloth and all purpose cleanser Polish door handle with appropriate polish and polishing cloth ing time: 1 minute 45 seconds Closet Door (no glass) Open door and vacuum frame, top and sides and crevices of door Clean all smudges with wiping cloth and all purpose cleanser	00:12 00:06 00:07 00:40 00:50 00:15
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2 3 Clean 1 Clean 1 2 3 Clean 1 2 3	Turn off the device Dust all surfaces of the electronic device with dusting tool (lift device to clean underneath) Clean all smudges with wiping cloth Wall Art (frameless) Remove dust with dusting tool ing time: 7 seconds Room Door (no glass) Open door and vacuum frame, top and sides and crevices of door Clean all smudges with wiping cloth and all purpose cleanser Polish door handle with appropriate polish and polishing cloth ing time: 1 minute 45 seconds Open door and vacuum frame, top and sides and crevices of door Clean all smudges with wiping cloth and all purpose cleanser Polish door handle with appropriate polish and polishing cloth ing time: 1 minute 45 seconds	00:12 00:06 00:07 00:40 00:50 00:15
2 3 Clean 1 Clean 1 2 3 Clean 1 2 3 Clean	Turn off the device Dust all surfaces of the electronic device with dusting tool (lift device to clean underneath) Clean all smudges with wiping cloth ing time: 19 seconds Wall Art (frameless) Remove dust with dusting tool ing time: 7 seconds Clean all smudges with wiping cloth and all purpose cleanser Polish door handle with appropriate polish and polishing cloth ing time: 1 minute 45 seconds Clean all smudges with wiping cloth and all purpose cleanser Polish door handle with appropriate polish and polishing cloth ing time: 1 minute 45 seconds Remove for the device of door Clean all smudges with wiping cloth and all purpose cleanser Polish door handle with appropriate polish and polishing cloth ing time: 1 minute 45 seconds Remove for the device of door Clean all smudges with wiping cloth and all purpose cleanser Polish door handle with appropriate polish and polishing cloth ing time: 1 minute 45 seconds	00:12 00:06 00:07 00:40 00:50 00:15 00:40 00:50 00:15
2 3 Clean 1 Clean 1 2 3 Clean 1 2 3 Clean	Turn off the device Dust all surfaces of the electronic device with dusting tool (lift device to clean underneath) Clean all smudges with wiping cloth ing time: 19 seconds Wall Art (frameless) Remove dust with dusting tool ing time: 7 seconds Room Door (no glass) Open door and vacuum frame, top and sides and crevices of door Clean all smudges with wiping cloth and all purpose cleanser Polish door handle with appropriate polish and polishing cloth ing time: 1 minute 45 seconds Open door and vacuum frame, top and sides and crevices of door Clean all smudges with wiping cloth and all purpose cleanser Polish door handle with appropriate polish and polishing cloth ing time: 1 minute 45 seconds Closet Door (no glass) Open door and vacuum frame, top and sides and crevices of door Clean all smudges with wiping cloth and all purpose cleanser Polish door handle with appropriate polish and polishing cloth ing time: 1 minute 45 seconds Closet Door (no glass) Open door and vacuum frame, top and sides and crevices of door Clean all smudges with wiping cloth and all purpose cleanser Polish door handle with appropriate polish and polishing cloth ing time: 1 minute 45 seconds Kug 12 sq.ft Vacuum carefully using appropriate attachments ing time: 36 seconds	00:12 00:06 00:07 00:40 00:50 00:15 00:40 00:50 00:15
2 3 Clean 1 Clean 1 2 3 Clean 1 2 3 Clean	Turn off the device Dust all surfaces of the electronic device with dusting tool (lift device to clean underneath) Clean all smudges with wiping cloth ing time: 19 seconds Wall Art (frameless) Remove dust with dusting tool ing time: 7 seconds Room Door (no glass) Open door and vacuum frame, top and sides and crevices of door Clean all smudges with wiping cloth and all purpose cleanser Polish door handle with appropriate polish and polishing cloth ing time: 1 minute 45 seconds Open door and vacuum frame, top and sides and crevices of door Clean all smudges with wiping cloth and all purpose cleanser Polish door handle with appropriate polish and polishing cloth ing time: 1 minute 45 seconds Clean all smudges with wiping cloth and all purpose cleanser Polish door handle with appropriate polish and polishing cloth ing time: 1 minute 45 seconds Clean all smudges with wiping cloth and all purpose cleanser Polish door handle with appropriate polish and polishing cloth ing time: 1 minute 45 seconds Clean all smudges with wiping cloth and all purpose cleanser Polish door handle with appropriate polish and polishing cloth ing time: 1 minute 45 seconds Clean all smudges with wiping cloth and all purpose cleanser Polish door handle with appropriate polish and polishing cloth ing time: 1 minute 45 seconds	00:12 00:06 00:07 00:40 00:50 00:15 00:40 00:50 00:15
2 3 Clean 1 2 3 Clean 1 2 3 Clean 1 2 3 Clean	Turn off the device Dust all surfaces of the electronic device with dusting tool (lift device to clean underneath) Clean all smudges with wiping cloth Clean all smudges with wiping cloth Wall Art (frameless) Remove dust with dusting tool ing time: 7 seconds Remove dust with dusting tool ing time: 7 seconds Room Door (no glass) Open door and vacuum frame, top and sides and crevices of door Clean all smudges with wiping cloth and all purpose cleanser Polish door handle with appropriate polish and polishing cloth ing time: 1 minute 45 seconds Open door and vacuum frame, top and sides and crevices of door Clean all smudges with wiping cloth and all purpose cleanser Polish door handle with appropriate polish and polishing cloth ing time: 1 minute 45 seconds Rug 12 sq.ft Vacuum carefully using appropriate attachments ing time: 36 seconds	00:12 00:06 00:07 00:40 00:50 00:15 00:40 00:50 00:15 00:36

3 Polish floor as needed with appropriate polish

05.40

4 Repla	ace furniture			02:50
Cleaning time	: 14 minutes 10 seconds			
	Baseboards 42 ft			
1 Clear	n with wiping cloth			03:30
Cleaning time	: 3 minutes 30 seconds			
1 0		r Bedroom Final Touches		
	k the water in flower vases has been changed/old k that all bedside table accessories are in orderly			00:20 00:05
	k that the bed is made perfectly and pillows are do			00:15
	e and lock any windows and doors that were open			00:07
Cleaning time	e: 47 seconds			
-	ning Manual for Golden Pit Ranch	Express Cleaning	Total cleaning time: 2 hours 7 minu	ites 27 seconds
			Total floor cleaning time: 2 hours 7	
<u>Floor</u>	<u>:: Grand Floor</u>	Express Cleaning	seconds	
Roor	n: Guest Bathroom	Express Cleaning	Total cleaning time: 17 minutes 5 s	econds
	Bathroo	om Preliminary Operations		
	ct towels and clothes to be laundered into blue pla	astic bag and remove the bag		00:30
	out fresh towels and hang/fold them evenly			00:45
3 Colle	ct trash into black plastic bag and take the bag ou	Itside of room and replace liner if neces	ssary	00:40
Cleaning time	: 1 minute 55 seconds			
		lose non-fabric shade, no crystals)		00.14
	shades and other surfaces with dusting tool			00:16
Cleaning time				
1 Duct	Wall Lamp (op lamp with dusting tool	en non-fabric shade, no crystals)		00:20
				00.20
Cleaning time		Window 12 sq.ft		
1 Chec	k for smudges and streaks and clean as needed			00:24
Cleaning time				
g		nk Surface (porcelain)		
1 Wipe	clean with small amount of non-abrasive all-purp			00:45
Cleaning time	: 45 seconds			
	Sir	ık Hardware (chrome)		
1 Use a	a polishing tool to dry and buff hardware			00:25
Cleaning time	: 25 seconds			
	То	ilet Surface (ceramic)		
1 Wipe	all exterior surfaces (lids, tank, base) with small a	amount of disinfectant cleanser and wi	ping cloth	01:45
Cleaning time	: 1 minute 45 seconds			
		b Hardware (chrome)		
	a polishing tool to dry and buff hardware			00:30
Cleaning time				
- سالما ا		ub Surface (enamel)		02.00
	down bathtub with appropriate wiping tool			02:00
cleaning time	2 minutes 0 seconds	war Hardwara (abrama)		
1 Use a	a polishing tool to dry and buff hardware	wer Hardware (chrome)		00:30
Cleaning time				
		hower Surface (tile)		
1 Spray	۔ y cleanser on surfaces and clean surfaces with wi	• •		02:30
	: 2 minutes 30 seconds			
J		Bathroom Tub Mats		
1 Remo	ove 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	80:00
Cleani	ing time: 8 seconds	
	Trash can	
1	Remove all debris and place in separate bag.	80:00
2	Spray can with disinfectant and replace liner if needed.	00:04
Cleani	ing time: 12 seconds	
	Shelf (glass)	
1	Dust shelf with dusting cloth	00:15
Cleani	ing time: 15 seconds	
	Drawer Exterior 4 sq.ft	
1	Clean any visible smudges as needed	00:16
Cleani	ing time: 16 seconds	
	Vanity table	
1	Dust Vanity table entire table surface, base, and legs with feather dusting tool	01:45
Cleani	ing 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
Cleani	ing time: 12 seconds	
	Table Vase	
1	Remove dust with dusting tool	00:05
Cleani	ing time: 5 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
Cleani	ing time: 45 seconds	
	Ceramic tile floor 40 sq.ft	
1	Dust or sweep tile floor	01:20
Cleani	ing time: 1 minute 20 seconds	
	Bathroom Final Touches	
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: Dining Room	Express Cleaning	Total cleaning time: 16 minutes 7 seconds
	2 x Ceiling Lam	p (close non-fabric shade, no crystals)	
1	Dust shades and other surfaces with dusting tool		00:50
Clean	ing time: 50 seconds		
	т	able Lamp (fabric shade)	
1	Dust lamp with dusting tool		00:25
Clean	ing time: 25 seconds		
		Window 104 sq.ft	
1	Check for smudges and streaks and clean as needed	d	03:28
Clean	ing time: 3 minutes 28 seconds		
		Buffet/Console (no glass)	
1	Dust the entire surfaces with dusting cloth		00:35
Clean	ing time: 35 seconds		
		7 x Pillow	
1	Shake and fluff pillow and replace on furniture		00:35
Clean	ing time: 35 seconds		
		4 x Pillow	
1	Shake and fluff pillow and replace on furniture		00:20
Cleaning time: 20 seconds			
		4 x Pillow	
1	Shake and fluff pillow and replace on furniture		00:20

Cleaning time: 20 seconds

1	Dust Dining table entire table surface, base, and leg	s with feather dusting tool	01:30		
Clean	ing time: 1 minute 30 seconds				
		End table			
1	Dust End table entire table surface, base, and legs	with feather dusting tool	00:35		
Clean	ing time: 35 seconds				
	Wall A	rt (framed, with protection glass)			
1	Dust frame and glass with dusting tool		00:07		
Clean	ing time: 7 seconds				
		Table Sculpture			
1	Remove dust with dusting tool		00:10		
Clean	ing time: 10 seconds				
		Hardwood floor 216 sq.ft			
1	Dust or sweep hardwood floor		07:12		
Clean	Cleaning time: 7 minutes 12 seconds				
	Room: Kitchen with Breakfast nook	Express Cleaning	Total cleaning time: 29 minutes 55 seconds		
	Breakt	ast Area Preliminary Operations			
1	Remove all dishes from table and bring to sink for o	cleaning.	00:25		

Dining table

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
Clean	ing time: 50 seconds	
	Wall Lamp (close non-fabric shade, no crystals)	
1	Dust shades and other surfaces with dusting tool	00:08
Clean	ing time: 8 seconds	
	Floor Lamp (non-fabric shade)	
1	Dust lamp with dusting tool	00:35
Clean	ing time: 35 seconds	
	Sink Surface (stainless steel)	
1	Wipe sink with small amount of stainless steel cleanser and wiping cloth	00:15
Clean	ing time: 15 seconds	
	Sink Hardware (chrome)	
1	Use a polishing tool to dry and buff hardware	00:25
Clean	ing time: 25 seconds	
	Soap Dispenser	
1	Wipe clean and polish with appropriate cleanser and refill as needed.	00:35
Clean	ing time: 35 seconds	
	Refrigerator Exterior	
1	Remove smudges as needed with wiping cloth	00:45
Clean	ing 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
Clean	ing 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

1 2

1 Clean oven of any excess grime with wiping cloth

Cleaning time: 1 minute 30 seconds

Oven Exterior

Oven Interior

Wipe glass surfaces with wiping cloth Wipe non-glass surfaces with wiping cloth 00:15 00:12

01:30

Cleaning time: 27 seconds

Clean	Oven Interior		
1	Clean oven of any excess grime with wiping cloth	01:30	
Cleani	ng 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 Cleani	Replace iron grids and iron holders	00:09	
Clean	ng 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	
Cleani	ng time: 2 minutes 43 seconds		
	Countertop Surface (acryl) 27 sq.ft		
1	Dust countertop with dusting cloth	00:54	
Cleani	ng time: 54 seconds		
-	Countertop Surface (wood) 16.5 sq.ft	00.04	
1	Dust countertop with dusting cloth	00:34	
Cleani	ng time: 34 seconds		
1	Shelf (glass) Dust shelf with dusting cloth	00:15	
	ng time: 15 seconds	00.10	
Clean	Drawer Exterior 5 sq.ft		
1	Clean any visible smudges as needed	00:20	
Cleani	ng time: 20 seconds		
	3 x Chair (non-fabric)		
1	Polish surface with polishing cloth	00:36	
Cleani	ng time: 36 seconds		
	3 x Pillow		
1	Shake and fluff pillow and replace on furniture	00:15	
Cleani	ng 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	
Cleani	ng time: 7 seconds		
1	Closet Door (no glass)	00:40	
1 2	Open door and vacuum frame, top and sides and crevices of door Remove smudges and fingerprints from door handles with polishing cloth	00:05	
	ng time: 45 seconds	00.00	
Jicaili	Hardwood floor 240 sq.ft		
1	Dust or sweep hardwood floor	08:00	
Cleani	ng time: 8 minutes 0 seconds		
	Breakfast Area Final Touches		
1	Organize all chairs in breakfast area neatly.	00:21	
Cleani	ng time: 21 seconds		
	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	
Cleani	ng time: 22 seconds		
1	Fireplace Mantel (wood)	00:17	
1 Clooni	Dust wood mantel with dusting tool	00.17	
Clean	ng time: 17 seconds Fireplace Surround (stone)		
1	Dust surround with dusting tool	00:09	
		50.05	

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Cleani	ng time: 9 seconds	
	Fireplace Protection Screen (metal)	
1	Vacuum screen	00:27
Cleani	ng time: 27 seconds	
	Fireplace Hearth (stone or brick)	
1	Dust hearth with dusting tool	00:09
Cleani	ng time: 9 seconds	
	Fireplace Tool Sets	
1	Vacuum stand and tools	00:35
Cleani	ng time: 35 seconds	
	Ceiling Lamp (close non-fabric shade, no crystals)	
1	Dust shades and other surfaces with dusting tool	00:25
Cleani	ng time: 25 seconds	
	Window 40 sq.ft	
1	Check for smudges and streaks and clean as needed	01:20
Cleani	ng time: 1 minute 20 seconds	
	13 x Pillow	
1	Shake and fluff pillow and replace on furniture	01:05
Cleani	ng time: 1 minute 5 seconds	
	Electronic Device	
1	Dust all surfaces of the electronic device with dusting tool	00:07
Cleani	ng time: 7 seconds	
orean	Stand Plants	
1	Water plant in accordance with instructions.	00:20
2	Wipe clean and dry plant holder	00:22
Cleani	ng 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
Cleani	ng 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
Cleani	ng time: 45 seconds	
	Laminate floor 234 sq.ft	
1	Dust or sweep laminate floor	07:48
Cleani	ng time: 7 minutes 48 seconds	
	Room: Master Bedroom Express Cleaning	Total cleaning time: 16 minutes 18 seconds
	Master Bedroom Preliminary Operations	

	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			
Clean	ing 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			
Clean	ing time: 20 seconds				
	2 x Pillow				
1	Put the pillowcase on the pillow and lay it with opening facing outward	00:14			
Clean	Cleaning time: 14 seconds				
	Throw Blanket				

Throw Blanket

Clean	ning time: 5 seconds	
	Ceiling Lamp (fabric shade, no crystals)	
1	Dust lamp with dusting tool	00:25
Clean	ning time: 25 seconds	
	Table Lamp (fabric shade)	
1	Dust lamp with dusting tool	00:25
Clean	ning time: 25 seconds	
	Floor Heater	
1	Dust heater with dusting tool	00:09
Clean	ning time: 9 seconds	
	Window 18 sq.ft	
1	Check for smudges and streaks and clean as needed	00:36
Clean	ning time: 36 seconds	
	Dresser (with mirror)	
1	Dust the entire surfaces with dusting cloth	00:28
Clean	ning time: 28 seconds	
	Clothing closet (with buit-ins)	
1	Take away any items that must be laundered or brought to cleaners and organize anything out of place	03:40
Clean	ning time: 3 minutes 40 seconds	
	Sofa Chair (fabric & non-fabric)	
1	Dust non-fabric surface with dusting cloth	00:10
Clean	ning time: 10 seconds	
	Nightstand	
1	Dust Nightstand entire table surface, base, and legs with feather dusting tool	00:35
Clean	ning 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
Clean	ning 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
Clean	ning time: 1 minute 30 seconds	
-	Hardwood floor 120 sq.ft	04.00
1	Dust or sweep hardwood floor	04:00
Clean	ning time: 4 minutes 0 seconds	
-	Master Bedroom Final Touches	00.00
1 2	Check the water in flower vases has been changed/old flowers have been thrown away	00:20 00:05
2	Check that all bedside table accessories are in orderly manner Check that the bed is made perfectly and pillows are decoratively placed	00:05
4	Close and lock any windows and doors that were opened to ventilate the room	00:07
	ning time: 47 seconds	
	Room: Bathroom Express Cleaning Total cleaning time: 11 mi	nutes 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
•		00-40

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

Cleaning time: 1 minute 55 seconds

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

00:40

00:20

00:12

1 Dust lamp with dusting tool

Cleaning time: 20 seconds

Window 6 sq.ft

1 Check for smudges and streaks and clean as needed

Cleaning time: 12 seconds

1	Wipe clean with small amount of non-abrasive all-purpose cleanser and wiping cloth	00:45	
Clean	ing time: 45 seconds		
	Sink Hardware (nickel)		
1	Use a polishing tool to dry and buff hardware	00:25	
Clean	ing 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	
Clean	ing time: 1 minute 45 seconds		
	2 x Vanity table		
1	Dust Vanity table entire table surface, base, and legs with feather dusting tool	03:30	
Clean	ing time: 3 minutes 30 seconds		
	Mirror (no frame) 9 sq.ft		
1	Check mirror to be sure there are no streaks or smudges visible.	00:18	
Cleaning time: 18 seconds			
	2 x Wall Art (framed, with protection glass)		
1	Dust frame and glass with dusting tool	00:14	
Clean	ing time: 14 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			
	Ceramic tile floor 21 sq.ft		
1	Dust or sweep tile floor	00:42	
Cleaning time: 42 seconds			
	Bathroom Final Touches		
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 condition	ons	00:07			
2	Take away any used items: glasses, old news	spapers, or tissues	00:15			
3	Clear the bed		00:47			
Clean	ng time: 1 minute 9 seconds					
		Bed Frame (non-fabric)				
1	Wipe down bed frame with wiping cloth		00:40			
Clean	ng time: 40 seconds					
		Bed Head Board (non-fabric)				
1	Wipe down head board with wiping cloth		01:00			
Clean	ng time: 1 minute 0 seconds					
		Bed Foot Board (non-fabric)				
1	Wipe down foot board with wiping tool		00:40			
Clean	ng time: 40 seconds					
		Mattress Cover				
1	Stretch the mattress cover		00:05			
Clean	ng time: 5 seconds					
		Fitted Sheet				
1	Place on bed the fitted sheet (top corners firs	st)	00:05			
Clean	ng time: 5 seconds					
		2 x Pillow				
1	Put the pillowcase on the pillow and lay it wit	th opening facing outward	00:14			
Clean	Cleaning time: 14 seconds					
Comforter/Duvet						
1	Pull up the comforter/duvet and fold over.		00:05			

Cleaning time: 5 seconds

oleun	Bedspread	
1	Lay the bedspread over entire bed tucking it over the sleeping pillows	00:25
Clean	ing time: 25 seconds	
	2 x Decorative Pillow	
1	Fluff the decorative pillow and place on bed	00:06
Clean	ing time: 6 seconds	
1	Ceiling Lamp (close non-fabric shade, crystals) Dust shade and other surfaces with dusting tool	00:45
		00.45
Clean	ing time: 45 seconds Table Lamp (non-fabric shade)	
1	Dust lamp with dusting tool	00:25
	ing time: 25 seconds	
ereuri	Floor Heater	
1	Dust heater with dusting tool	00:09
Clean	ing time: 9 seconds	
	Window 32 sq.ft	
1	Check for smudges and streaks and clean as needed	01:04
Clean	ing time: 1 minute 4 seconds	
	Bureau	
1	Dust the entire surfaces with dusting cloth	00:35
Clean	ing time: 35 seconds	
	Dresser (no mirror)	
1	Dust the entire surfaces with dusting cloth	00:28
Clean	ing time: 28 seconds	
1	Clothing closet (no buit-ins)	02.40
1	Take away any items that must be laundered or brought to cleaners and organize anything out of place	03:40
Clean	ing time: 3 minutes 40 seconds	
1	Lounge Chair (non-fabric) Polish surface with polishing cloth	00:35
	ing time: 35 seconds	00.00
olcan	Mirror (wooden frame) 12 sq.ft	
1	Recheck mirror to be sure there are no streaks or smudges visible.	00:24
Clean	ing time: 24 seconds	
	Electronic Device	
1	Dust all surfaces of the electronic device with dusting tool	00:07
Clean	ing time: 7 seconds	
	Wall Art (frameless)	
1	Remove dust with dusting tool	00:07
Clean	ing 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
Clean	ing time: 45 seconds	
1	Closet Door (no glass) 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
	ing time: 45 seconds	
2.541	Hardwood floor 170 sq.ft	
1	Dust or sweep hardwood floor	05:40
Clean	ing 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, filing 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.