

HOUSEKEEPINGJOB INFO	
PROPERTY NAME	BAG NUMBER _____ OF _____
PROPERTY ADDRESS	JOB DATE _____/_____/ 2024
JOB TYPE <input type="checkbox"/> REFRESH CLEAN <input type="checkbox"/> DEPARTURE <input type="checkbox"/> MID-STAY	CLEANING COMPANY NAME <input type="checkbox"/> WHIZZ <input type="checkbox"/> MATIE <input type="checkbox"/> INTERN.
PACKING INSTRUCTIONS	
King Bed Sets	Single Bed Sets
Bath Mats	Hand Towles
Face Towels	Shower Towels
Bathroom Kits	Kitchen Packs
Toilet Paper Rolls	
SPECIAL NSTRUCTIONS <input type="checkbox"/> Guest Rady <input type="checkbox"/> Baby Equipment	ACCESS INFO <input type="checkbox"/> Lockbox <input type="checkbox"/> Keyless <input type="checkbox"/> Key Attached to Bag

LINEN PACKING INFO
KING Bed Set 2 flat king sheets, 1 king size doona cover, 4 pillow cases, 4 shower towels
SINGLE Bed Set 2 flat single sheets, 1 single size doona cover, 2 pillow cases, 2 shower towels
Bathroom towels (per bathroom) 1 bath mat, 2 hand towels, 4 face towels, 2 toilet paper rolls, 1 bathroom kit (1x2x4x2x1)
Bathroom Kits (per bathroom) 1 soap bar, 1 shampoo bottle, 1 conditioner bottle, 1 hand/body wash bottle
Kitchen Packs 1 sponge, 5 dishwasher tablets, 1 pair of gloves, 4 wiping cloths, 4 heavy duty rubbish bags, 8 recyclable bin liners, 2 tea towels
HOUSEKEEPING JOB TYPES
Exit Clean Guest Ready: clean, make beds ups, put towels in bedrooms and bathrooms, display bathroom and kitchen amenities, collect dirty linen.
Exit Clean Owner Ready: clean, collect unused bathroom and kitchen amenities, collect dirty linen.
Initiation Clean: more attentive clean, make beds ups, put towels in bedrooms and bathrooms, display bathroom and kitchen amenities, organise/declutter.
Mid-term/Interim Clean: general clean, make beds ups, put towels in bedrooms and bathrooms, don't put amenities, collect dirty linen, dispose of light rubbish.
Refresh Clean: Clean check, general clean, presentation, swap linen and towels if instructed.
Linen Only: Only make beds up and leave towels in bedrooms and bathrooms.
End of Lease Clean: Deep clean, collection of dirty linen, rubbish and any type of left overs. Clean inside, underneath and behind all furniture.

HOUSEKEEPINGJOB INFO	
PROPERTY NAME	BAG NUMBER _____ OF _____
PROPERTY ADDRESS	JOB DATE _____/_____/ 2024
JOB TYPE <input type="checkbox"/> REFRESH CLEAN <input type="checkbox"/> DEPARTURE <input type="checkbox"/> MID-STAY	CLEANING COMPANY NAME <input type="checkbox"/> WHIZZ <input type="checkbox"/> MATIE <input type="checkbox"/> INTERN.
PACKING INSTRUCTIONS	
King Bed Sets	Single Bed Sets
Bath Mats	Hand Towles
Face Towels	Shower Towels
Bathroom Kits	Kitchen Packs
Toilet Paper Rolls	
SPECIAL NSTRUCTIONS <input type="checkbox"/> Guest Rady <input type="checkbox"/> Baby Equipment	ACCESS INFO <input type="checkbox"/> Lockbox <input type="checkbox"/> Keyless <input type="checkbox"/> Key Attached to Bag

LINEN PACKING INFO
KING Bed Set 2 flat king sheets, 1 king size doona cover, 4 pillow cases, 4 shower towels
SINGLE Bed Set 2 flat single sheets, 1 single size doona cover, 2 pillow cases, 2 shower towels
Bathroom towels (per bathroom) 1 bath mat, 2 hand towels, 4 face towels, 2 toilet paper rolls, 1 bathroom kit (1x2x4x2x1)
Bathroom Kits (per bathroom) 1 soap bar, 1 shampoo bottle, 1 conditioner bottle, 1 hand/body wash bottle
Kitchen Packs 1 sponge, 5 dishwasher tablets, 1 pair of gloves, 4 wiping cloths, 4 heavy duty rubbish bags, 8 recyclable bin liners, 2 tea towels
HOUSEKEEPING JOB TYPES
Exit Clean Guest Ready: clean, make beds ups, put towels in bedrooms and bathrooms, display bathroom and kitchen amenities, collect dirty linen.
Exit Clean Owner Ready: clean, collect unused bathroom and kitchen amenities, collect dirty linen.
Initiation Clean: more attentive clean, make beds ups, put towels in bedrooms and bathrooms, display bathroom and kitchen amenities, organise/declutter.
Mid-term/Interim Clean: general clean, make beds ups, put towels in bedrooms and bathrooms, don't put amenities, collect dirty linen, dispose of light rubbish.
Refresh Clean: Clean check, general clean, presentation, swap linen and towels if instructed.
Linen Only: Only make beds up and leave towels in bedrooms and bathrooms.
End of Lease Clean: Deep clean, collection of dirty linen, rubbish and any type of left overs. Clean inside, underneath and behind all furniture.