

Detailed cleaning guide for contractors

Walls, skirtings, door frames and window frames

All internal wall surfaces, skirtings and frames to be completely washed down to remove all traces of dirt, dust, mildew and grime.

Floors

All carpeted floors (including tiles and grout) must be vacuumed or swept, then mopped, paying particular attention to bathroom, ensuite, laundry and kitchen. Floors must be cleaned of all traces of dirt, dust, mildew and grime.

All external floor surfaces including plain cement, aggregate or similar surfaces should be pressure cleaned to remove external build up of mould, dirt and other matter.

Light fittings, GPO's, fans and fan switches

Light fittings, GPOs, fans and fan switches to be free of grease, grime, dirt and other matter. Fans should be free of all mould and mildew. All blown light bulbs are to be replaced.

Windows, doors and screens, frames, sills including tracks, mirrors

Windows should be cleaned to remove all dirt, dust, mildew and grime. Windows are required to be cleaned internally and externally to meet the standard.

All standard and security screens are required to be cleaned internally and externally to meet the standard.

All screens, grilles and flyscreens must also be wiped down internally and hosed as part of the external clean.

Remove all dirt and cobwebs.

All window tracks and window sills must be cleaned to remove all traces of dirt, dust, mildew and grime.

All external facing doors must be cleaned to remove all traces of dirt, dust and mildew.

Mirrors and windows are to be cleaned with no apparent streaks remaining.

Window and door furnishings

Windows – Vertical blinds should be cleaned to remove all traces of dirt, dust, mildew, marks or stains, paying particular attention to the bottoms which can become heavily soiled from window ledges. At times, if heavily marked, professional cleaning may be required. Never use bleach or similar as this will discolour the fabric – always read the label of the product you are using first.

Venetian or similar should be cleaned with a damp cloth to remove dust, dirt, mildew and grime.

Clean all window furnishing tracks and cords accordingly.

Doors – Should be cleaned to remove all traces of dirt, dust, mildew and grime.

Bathrooms, ensuites and toilets

It is important to note, that as these areas are **sanitary areas**, the use of a quality household cleaning product is required for cleaning all surfaces including shower recess, baths/spas, floor tiles, vanities, tapware, toilet seat and lid, cisterns and bowls. Ensure toilet lid/seat is removed and cleaned.

Kitchens

All appliances and associated parts (rangehood filters as listed in the checklist) are to be cleaned thoroughly to remove all signs of grease, grime or carbon deposits internally or externally. All traces of cleaning product must be removed. Clean around all appliances to remove any dust or other build up as necessary.

Air-conditioner or heater filters, dryer lint collectors

For air-conditioners, the entire surface, including the front grill of the appliance must be wiped clean to remove dirt, dust and mildew. Clean all air-conditioner filters.

For combustion heaters, you are required to wipe the external unit and clean the ash and soot.

External

All external walls, eaves and gutters to be washed down paying attention not to water log any electrical outlets, fans or lights. Mildew on the external of the property is required to be treated with an appropriate product.

Garages, carports, garden sheds, paths and driveways should be cleaned to remove any mould/mildew, oil, grease or other staining. Pressure cleaning is, at times, the best method to remove such marks.

All cobwebs must be removed from the external of the property.

The contractor must notify ICC if gutters and downpipes require clearing due to blockages. ICC will arrange accordingly.

All rubbish is to be removed from internal and external of property.

Bins are to be thoroughly cleaned and disinfected to remove all traces of dirt, food scraps, grease and grime and placed in either the garage or garden shed.

Use the checklist on Pages 2 and 3 to track the cleaning of all items.

Please note:

All items must be hygienically cleaned using the correct tools, in accordance with manufacturer's instructions.

Property address

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Location	Checked Contractor
Entry	
Front screen door	<input type="checkbox"/>
Walls and skirting	<input type="checkbox"/>
Floors	<input type="checkbox"/>
Light fittings, GPO's	<input type="checkbox"/>
Windows, doors, screens, frames and sills including tracks and mirrors	<input type="checkbox"/>
Window and door furnishings	<input type="checkbox"/>
Comments	
Hallway	
Walls and skirting	<input type="checkbox"/>
Floors	<input type="checkbox"/>
Light fittings, GPO's	<input type="checkbox"/>
Window and door furnishings	<input type="checkbox"/>
Storage/cupboards	<input type="checkbox"/>
Comments	
Lounge	
Walls and skirting	<input type="checkbox"/>
Floors	<input type="checkbox"/>
Light fittings, GPO's, fans	<input type="checkbox"/>
Windows, doors, screens, frames and sills including tracks and mirrors	<input type="checkbox"/>
Window and door furnishings	<input type="checkbox"/>
A/C or heater filters, wall filters	<input type="checkbox"/>
Comments	
Dining	
Walls and skirting	<input type="checkbox"/>
Floors	<input type="checkbox"/>
Light fittings, GPO's, fans	<input type="checkbox"/>
Windows, doors, screens, frames and sills including tracks and mirrors	<input type="checkbox"/>
Window and door furnishings	<input type="checkbox"/>
A/C or heater filters, wall filters	<input type="checkbox"/>
Comments	
Family	
Walls and skirting	<input type="checkbox"/>
Floors	<input type="checkbox"/>
Light fittings, GPO's, fans	<input type="checkbox"/>
Windows, doors, screens, frames and sills including tracks and mirrors	<input type="checkbox"/>
Window and door furnishings	<input type="checkbox"/>

Location	Checked Contractor
A/C or heater filters, wall filters	<input type="checkbox"/>
Comments	
Kitchen	
Walls and skirting	<input type="checkbox"/>
Floors	<input type="checkbox"/>
Light fittings, GPO's	<input type="checkbox"/>
Windows, doors, screens, frames and sills including tracks	<input type="checkbox"/>
Cupboards, benchtops	<input type="checkbox"/>
Sink, plugs and plugholes	<input type="checkbox"/>
All appliances including stove/cooktop/oven, rangehood, dishwasher, insinkerator, etc.	<input type="checkbox"/>
Comments	
Main bed	
Walls and skirting including WIR	<input type="checkbox"/>
Floors	<input type="checkbox"/>
Light fittings, GPO's, fans	<input type="checkbox"/>
Windows, doors, screens, frames and sills including tracks and mirrors	<input type="checkbox"/>
Window and door furnishings	<input type="checkbox"/>
A/C or heater filters, wall filters	<input type="checkbox"/>
Comments	
Bathrooms, ensuites and toilets	
Walls and skirting	<input type="checkbox"/>
Floors	<input type="checkbox"/>
Light fittings, GPO's, exhaust fan	<input type="checkbox"/>
Windows, doors, screens, frames and sills including tracks and mirrors	<input type="checkbox"/>
Window and door furnishings	<input type="checkbox"/>
Vanity, cupboards, drawers and shelving	<input type="checkbox"/>
Shower cubicles, baths, spas and toilets	<input type="checkbox"/>
Comments	
Bed 2	
Walls and skirting including robes/shelves	<input type="checkbox"/>
Floors	<input type="checkbox"/>
Light fittings, GPO's, fans	<input type="checkbox"/>
Windows, doors, screens, frames and sills including tracks and mirrors	<input type="checkbox"/>
Window and door furnishings	<input type="checkbox"/>
A/C or heater filters, wall filters	<input type="checkbox"/>
Comments	

Location	Checked Contractor
Bed 3	
Walls and skirting including robes/shelves	<input type="checkbox"/>
Floors	<input type="checkbox"/>
Light fittings, GPO's, fans	<input type="checkbox"/>
Windows, doors, screens, frames and sills including tracks and mirrors	<input type="checkbox"/>
Window and door furnishings	<input type="checkbox"/>
A/C or heater filters, wall filters	<input type="checkbox"/>
Comments	
Bed 4	
Walls and skirting including robes/shelves	<input type="checkbox"/>
Floors	<input type="checkbox"/>
Light fittings, GPO's, fans	<input type="checkbox"/>
Windows, doors, screens, frames and sills including tracks and mirrors	<input type="checkbox"/>
Window and door furnishings	<input type="checkbox"/>
A/C or heater filters, wall filters	<input type="checkbox"/>
Comments	
Bed 5/study	
Walls and skirting including robes/shelves	<input type="checkbox"/>
Floors	<input type="checkbox"/>
Light fittings, GPO's, fans	<input type="checkbox"/>
Windows, doors, screens, frames and sills including tracks and mirrors	<input type="checkbox"/>
Window and door furnishings	<input type="checkbox"/>
A/C or heater filters, wall filters	<input type="checkbox"/>
Comments	
Other rooms	
Walls and skirting including robes/shelves	<input type="checkbox"/>
Floors	<input type="checkbox"/>
Light fittings, GPO's, fans	<input type="checkbox"/>
Windows, doors, screens, frames and sills including tracks and mirrors	<input type="checkbox"/>
Window and door furnishings	<input type="checkbox"/>
A/C or heater filters, wall filters	<input type="checkbox"/>
Comments	
Patio/verandah	
Walls and skirting	<input type="checkbox"/>
Floors/deck	<input type="checkbox"/>
Light fittings, GPO's, fans	<input type="checkbox"/>
Stairs and rails	<input type="checkbox"/>
Comments	

