



# Instruction sheet: **Work Organization**

This information sheet serves as a guide to help you organize your work more efficiently. Before starting your assignment with the client, carefully review this sheet because a good start is half the battle!

## 1. Preparation

### Make good arrangements with the client \_\_\_\_\_

- Create a schedule with the client.
  - Which tasks do you perform weekly, bi-weekly, monthly,....?
- Determine the tasks that the client prioritizes today.
  - Is there ironing to be done, windows to be cleaned today,...
  - Are there additional tasks for today, such as emptying the dishwasher or washing machine, doing the dishes, taking out the trash,....?



**Tip:** Be flexible regarding the client's requests but remain realistic. Are all the tasks achievable during the scheduled time?

### Cleaning up \_\_\_\_\_

- Clear everything away before you start, so you can work in an organized and efficient manner. Preferably, the client should handle the cleanup, so make clear arrangements with them.
- Ensure that you know where everything belongs so that you can put everything back in the right place.

### Equipment check \_\_\_\_\_

- Is the necessary equipment present? Are all the required products available?
  - Where can this equipment be found?



**Tip:** Check the equipment; Is there enough product remaining? Is the bucket intact? Is the vacuum cleaner bag full?

## 2. Organized cleaning Planning

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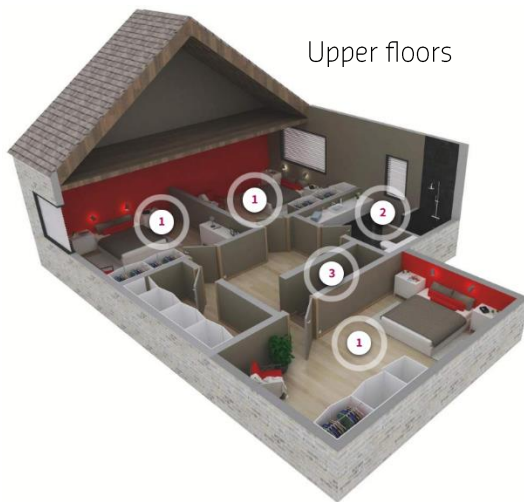
- How much time do you have for each room? Is this achievable?
- Start with the larger tasks; small tasks can be done later so that you don't get overwhelmed or have to work too quickly/unsafely.

## Cleaning order

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### House

- In a house: start your work from the top and gradually move downward.
  - It's best to work room by room to promote variation in your postures and tasks.



- In an apartment: Start at the back and work towards the exit.



### In the room

- Work from top to bottom;
- Work from less dirty to dirty;
- Work from the outside to the inside;



**Tip:** To work thoroughly, it's best to follow the path: start at the door and continue along the walls of the room, then the centre until you return to the floor.

## Basic Tasks

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Basic tasks may vary from room to room.

### Example:

- **Ventilate:** Open windows and/or doors;
- **Tidy up:** Clear everything away so you can clean everywhere, move small furniture if necessary;
- **Dust:** Remove spider webs with a duster, don't forget lighting and ventilation openings;
- **Vacuum and/or dust;**
- **Clean windows;**
- **Dust** or damp wipe, depending on the surface;
- **Mop** or lightly damp mop, depending on the floor;
- **Put everything back in its place.**

## Work safely

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- Consider the presence of residents and protect off your workplace if possible. This prevents accidents with ladders, buckets, wet floors, etc.,...
- Is everything easily accessible in the room?
- If you notice you're running out of time, inform and discuss it promptly with the client.
- Is the necessary and suitable equipment available? Do the products meet safety regulations?

## Check

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- Is everything cleaned, including hard-to-reach areas: behind cabinets, outlets, radiators, etc.?
- Are all windows closed? Is the light turned off?
- Is everything back in its (agreed-upon) place?
  - For example, microfiber cloths in the washing machine, bucket in the storage room, etc.
  - Was hand let gloves dry.
- Are all products still in stock?
  - If not, inform the client.
- Are there any issues in the house (leaking faucet, loose tile, broken lamp, etc.)
  - If yes, inform the client.
- Close the house carefully when you leave.