



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

- 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

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

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

- 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

- 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.