

CLEANING THE PROFESSIONAL WAY



HOW TO CLEAN THE PROFESSIONAL WAY

According to The Dispute Service (TDS) Ltd, up to 80% of disputes between landlords and tenants are about cleaning.

Whether you rent a rambling old cottage in the country or a contemporary flat in town, you know how to clean your home to a standard you're happy with day-to-day, but... when you're letting a property as a landlord, or leaving a property as a tenant you need to clean to a much higher 'professional' standard.



So, if you're letting a property and you want a trouble free handover or you're a tenant who wants a clear conscience and 100% of your deposit back – you need to know how to **Clean the Professional Way.**

IMPORTANT: This brochure is designed as material to accompany the video 'How to Clean the Professional Way' and should be read in conjunction with the viewing of that film.

CONTENTS

This short booklet is an accompaniment to the video 'Cleaning the Professional Way'.

It is designed to act as a reminder for all the detailed information included in the film and a handy reference guide to dip into whenever you need it. There is a section covering each room in your house which shows you the best way to clean everything in it. You'll also find lists of the cleaning equipment you'll need and handy hints to help you clean more effectively.

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TOP TIP: *Move all your personal items out of the house before you attempt to clean.*

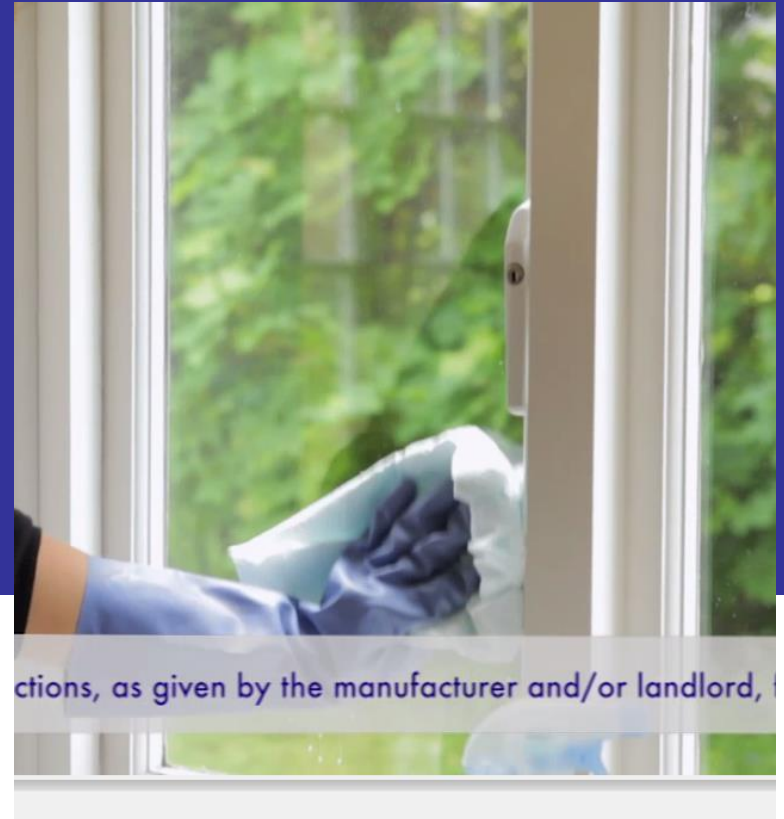
GENERAL CLEANING

Whatever type of property you live in, every room you clean will have a ceiling, walls and a floor. And most likely windows.

This section explains how to professionally clean these areas.

YOU WILL NEED:

- ❖ Vacuum cleaner (with soft brush attachment)
- ❖ Feather duster
- ❖ Soft cloths
- ❖ Warm soapy water
- ❖ General cleaning spray
- ❖ Cleaner.
- ❖ You may also need a step ladder to reach ceilings and high up walls

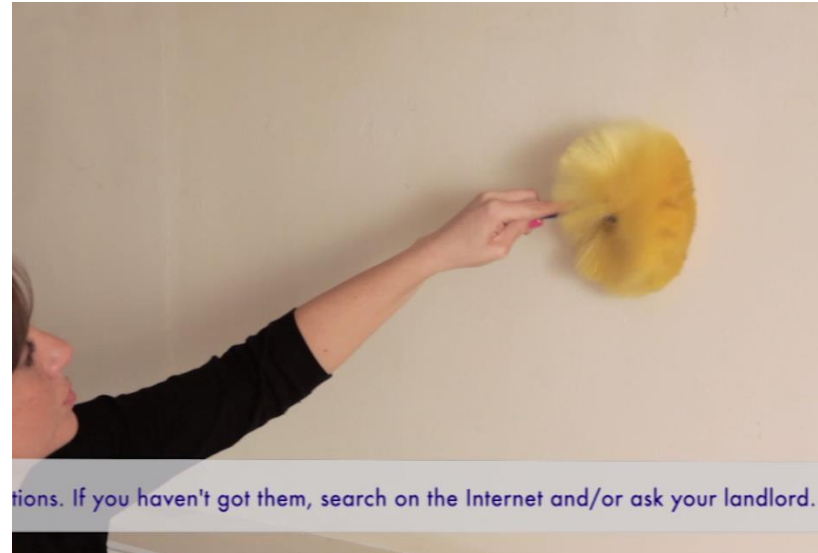


ctions, as given by the manufacturer and/or landlord, f

CEILINGS & WALLS

- ❖ Always work from top to bottom when you start to clean in any room. Dust and cobwebs are likely to fall from ceilings, walls and shelves and you don't want to be cleaning your floors twice.
- ❖ Start by dusting and removing cobwebs from the ceiling with a feather duster or the vacuum brush attachment. Moldings like ceiling roses, dado rails and picture rails will need careful attention as they love dust!
- ❖ When you've finished dusting, check all over ceilings and walls and for any dirty marks and remove them. Most marks will come off with a little soapy water on a soft cloth.

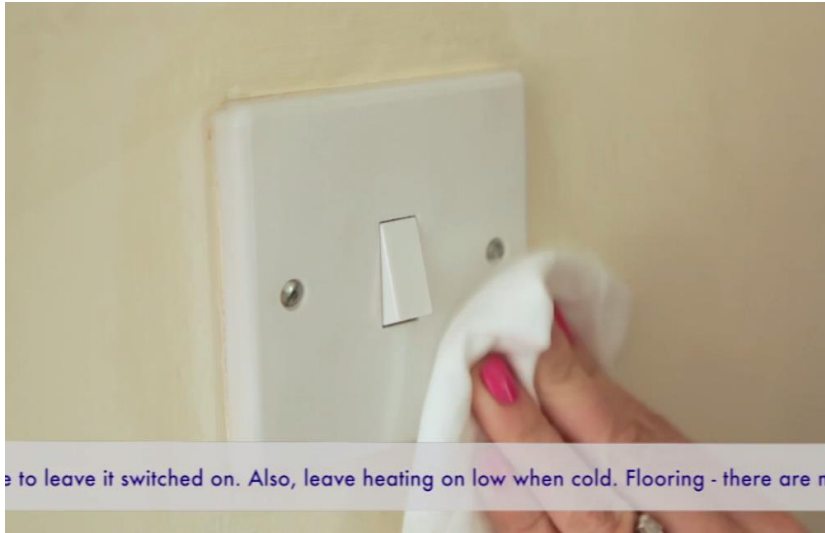
TOP TIP: *Move all your personal items out of the house before you attempt to clean.*



tions. If you haven't got them, search on the Internet and/or ask your landlord.

- ❖ If the marks are more stubborn, use a little cream cleaner on a dry cloth and brush the stain gently. Don't rub a mark as you may leave more of a mark than you started with. Be gentle!

LIGHT FITTINGS



- ❖ Wall or ceiling mounted light fittings need a good dust and a polish with a soft cloth to finish.
- ❖ Fabric shades can be dusted or vacuumed with the upholstery brush attachment.
- ❖ Replace any dead light bulbs and remember to clean switches, lamp bases, plugs and flexes as you go.
- ❖ If you're lucky enough to have a chandelier in your property – leave that to the professionals!

TOP TIP: *Do not attempt to clean areas out of reach without carrying out appropriate safety procedures.*

WINDOWS & WINDOW DRESSINGS

- ❖ Start by getting the curtains or blinds out of the way. Then wipe all the sills, surrounds, window fixtures and fittings with a soft cloth and soapy water or a spray cleaner.
- ❖ Clean the inside of the window panes with a glass cleaner and a soft cloth. You can buff to a good shine with paper towels or some black and white newspaper.
- ❖ The outsides of the windows are best left for a professional window cleaner, especially if they are first floor and above.
- ❖ Clean curtain rails, rods, tracks and finials and wipe across the very top of the window.
- ❖ Curtains can be hoovered from top to bottom. Include the backs, header tapes and tie-backs. If your curtains need a more thorough clean, get a professional to do it in situ or take them to the dry cleaners.
- ❖ Louvered blinds can be dusted and wiped with a damp cloth. If they need a really good scrub, take them down and do this with them laid on the floor. Fabric blinds can be hoovered, steam cleaned in situ by a professional or sent to be dry cleaned. Don't forget to clean the top fittings, cords, pulls and hooks.

WOODWORK

- ❖ Most rooms in your house will have skirting boards, doors and other sections of woodwork. These are most often painted or treated wood.
- ❖ Paintwork can be wiped clean with warm soapy water and treated wood should be dusted and wiped with a damp cloth and given a spritz of polish.
- ❖ When you're cleaning skirting, pay attention to any flex and sockets along the walls.
- ❖ Electrical sockets, light switches, thermostat controls, entry phone units, alarm key pads and all flexes from lamps, TVs or sound systems can be cleaned with a soft, dry cloth and a little spray of cleaner.
- ❖ As with all things electrical – take care and don't use any quantity of water or try and take anything apart to clean. HAZZARD
- ❖ All painted woodwork you have in your house can be cleaned the same way as the skirting boards or with a spritz of cleaner on a soft cloth – include doors, stair banisters and paneling.
- ❖ Get into all those grooves and corners around the door panels when you're cleaning and finish by polishing up any metalwork like door handles or metal light switch surrounds

TOP TIP: *Invest in a good pair of knee pads.*

RADIATORS

- ❖ You might have wall mounted or freestanding radiators – or both.
- ❖ If they're on the wall, start by removing anything that might have got stuck down the back.
- ❖ Give the whole unit a good dust or a thorough vacuum.
- ❖ Wipe all over with a soft cloth and a little spray cleaner, remembering to get in between all the sections.
- ❖ Clean round all the controls and pipework.



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BEDS



d sections). Ice cubes in furniture indentations in carpets – as they melt and then dry out, the pi

HAZARD

TOP TIP: *Do not attempt to move heavy items of furniture without help and professional safety advice.*

- ❖ Start by stripping all the covers off the bed and vacuuming the mattress.
- ❖ You'll need to take mattresses off to vacuum the other side and also to get to the base of the bed.
- ❖ It is advisable to have two people to do this part of the job and take extra care as mattresses can be very heavy!
- ❖ Vacuum the base of the bed, including slats and legs and the headboard. It might need a wipe with a damp cloth and a polish with furniture polish to finish.

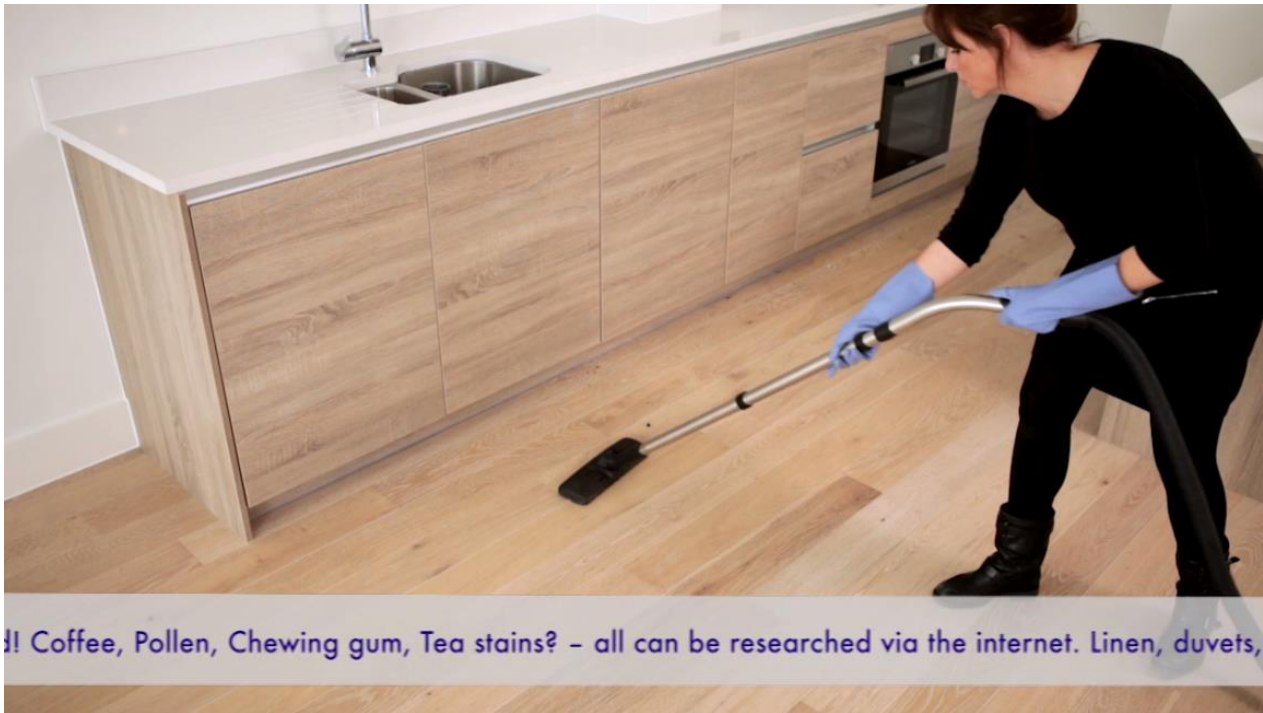
CARPETS & RUGS

- ❖ Carpets should be steam cleaned by a professional carpet cleaning company. You can prepare for this by vacuuming well and making sure you lift rugs and get under furniture to get as much dust up as possible.
- ❖ Use the carpet setting on your vacuum and make sure you get into the corners with the slim nozzle fitting.
- ❖ Rugs should be vacuumed well too; most carpet-cleaning companies offer a rug cleaning service.



HARD FLOORING

- ❖ There are lots of types of hard flooring and, unless a specific product has been provided, most hard surfaces like tiles, vinyl, wooden floorboards and stone can be vacuumed to remove dust and then mopped and dried to remove stubborn dirt and marks.



! Coffee, Pollen, Chewing gum, Tea stains? – all can be researched via the internet. Linen, duvets, j

CLEANING YOUR KITCHEN

The kitchen will be the most time consuming room to clean so leave yourself enough time to do a proper job. As with all the other rooms in the house, the ceilings and walls will need dusting and overhead light fittings will need a clean. Get together any manufacturers manuals you have, as they will help with cleaning suggestions



YOU WILL NEED:

- ❖ Vacuum cleaner
- ❖ Feather duster
- ❖ Soft cloths
- ❖ Soft scouring sponge
- ❖ Cream cleaner
- ❖ Spray cleaner
- ❖ Paper towels
- ❖ Newspaper
- ❖ Toothbrush
- ❖ Oven cleaning kit
- ❖ Kettle descaling tablet
- ❖ Mop
- ❖ Baby oil
- ❖ Manufacturers instruction manuals for major appliances

THE OVEN

- ❖ It makes sense to start with the messiest job. Your oven will also be the item that takes the longest time.
- ❖ Gloves and a protective mask are needed for this job.
- ❖ Read the instructions on your oven cleaning kit carefully before you start.
- ❖ Remove the oven shelves and side racks and put them in the bag with the cleaning solution. Then seal and leave for a few hours, or overnight if possible.
- ❖ Spray the inside of the oven with the cleaner and leave to do its stuff for a while.



HAZARD

TOP TIP: *Always wear protective clothing and a mask. Apply and leave product on overnight if possible. This will let the product do its work.*

THE OVEN

- ❖ Once it's ready, start by loosening as much of the dirt and grease on all the surfaces inside the oven, with a cloth.
- ❖ You can take glass doors out to clean. This will make it much easier to get in to all the groves and corners.
- ❖ Wipe out all the used cleaner and dirt with handfuls of paper towels and use a toothbrush to get into hinges and the seals around the oven door.
- ❖ Replace the clean glass and then finish with a spritz of glass cleaner on the outside of the oven door.
- ❖ Clean the top of the oven with spray cleaner and a cloth. The knobs, dials and clock screens will need careful attention.
- ❖ You can finish any stainless steel sections with a spritz of baby oil on a soft cloth.
- ❖ If your cooker is freestanding, clean the sides. But remember that cookers must not be moved.

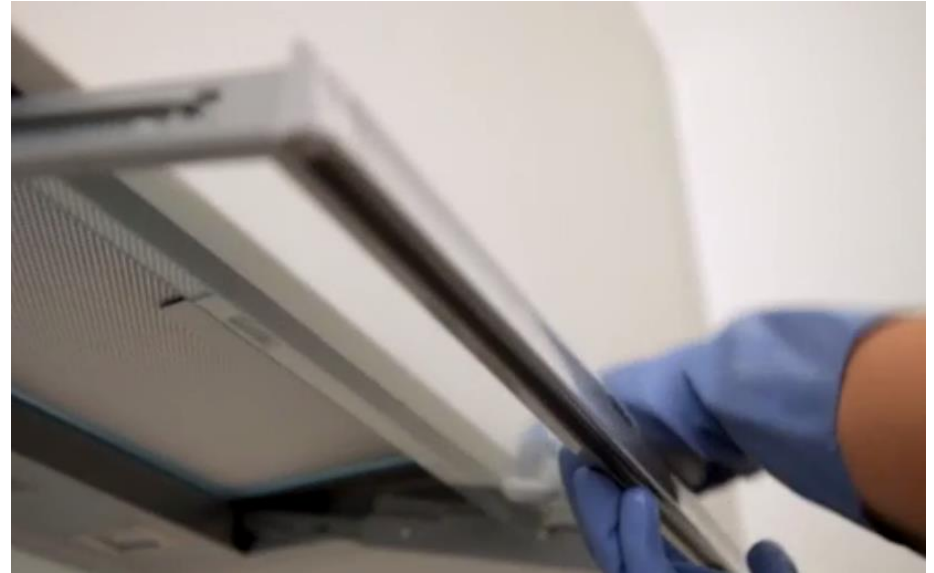
TOP TIP: *Do not move appliances unless you are qualified to do so.*

THE HOB

- ❖ When it comes to cooker hobs, there are many kinds – ceramic, gas and halogen to name a few. If in any doubt as to how to clean your hob, refer to your manufacturers manual or ask your landlord.
- ❖ Ceramic hobs can be cleaned with a cream cleaner and a sponge or a special cleaning pad.
- ❖ Burnt on spills can be removed with a scraper designed for ceramic hobs. Use this at a slight angle and use gentle strokes.
- ❖ Clean surrounds and sealants on all models of hob. A toothbrush will help here with a little cream cleaner.
- ❖ You can usually take cooker knobs off and wash them separately in warm, soapy water. Clean the sections around the knobs while they are off; again a toothbrush is ideal for this.
- ❖ For gas hobs, take off the top grills and wash them separately in warm soapy water. Spray and wipe the hob top, in between the burners. The burners themselves will often come apart and can be washed separately in the sink. If in doubt, refer to your manual or ask your landlord.

COOKER HOOD

- ❖ Clean all over the cooker hood with warm soapy water or a little cream cleaner, then rinse and dry.
- ❖ Take out the grills that hold the filters; these can be cleaned in the dishwasher or sink.
- ❖ Remove the filters and replace them. Your replacement filter may be paper or it may come as a sheet of wadding, that simply needs cutting to size.
- ❖ Put the filters back in and replace the grills. If any bulbs need changing, do this now.
- ❖ Remember to clean all your cooker sockets and switches with a little cream cleaner on a soft, dry cloth and wipe with paper towels.



TOP TIP: *Most cooker hoods will come apart for easy cleaning. Some older units will require the filter changing. And don't forget the light fittings.*

FRIDGE FREEZER

- ❖ Unplug your fridge freezer and make sure all the food is removed.
- ❖ Place newspaper around and under the fridge to catch melting ice and water drips.
- ❖ Take out all the shelves, drawers and trays from the fridge and wash separately in warm soapy water. Then rinse and leave to dry
- ❖ Go back to the fridge and spray all the inside surfaces with an antibacterial spray.
- ❖ Wipe down every surface inside the fridge paying special attention to the light fitting, the drainage hole and the seals around the door. Your toothbrush will come in handy here!
- ❖ Wipe the door of the fridge, not forgetting the hinges and replace all the clean drawers. Give the outside of the fridge a wipe.
- ❖ A small dish of bicarbonate of soda will help soak up any unpleasant odours.



TOP TIP: *Leave appliance doors open once cleaned as this will allow them to air. This is very important for fridges and freezers as they will go moldy if the power is left off and the doors shut.*

WASHING MACHINE

- ❖ Start by taking the soap drawer out and putting it to soak. If there's any mold in evidence you may need to use some bleach in the water to get rid of this.
- ❖ Clean all around and inside the space left by the drawer. Use a toothbrush to really get into the grooves and corners.
- ❖ Pop out the door seal and wipe all round it several times with a soft, damp cloth until your cloth comes out clean.
- ❖ Spray and wipe the window, inside and out plus all the outside surfaces paying special attention to the knobs and dials
- ❖ Give the soap drawer a final scrub, rinse and replace.



TOP TIP: *Leave appliance doors open once cleaned as this will allow them to air.*

KITCHEN UNITS



- ❖ Take everything out of your cupboards and drawers before you start.
- ❖ Take out any moveable racks, cutlery drawers and everything else that will come out; clean these separately in the sink or the dishwasher.
- ❖ Vacuum to get rid of dust in drawers and cupboards.
- ❖ Spray the insides of cupboards and drawers with cleaner and wipe with a soft cloth.
- ❖ Wipe down all the insides of units, all the shelves, undersides of shelves, insides of doors and hinges. Clean the drawer runners and finish with the fronts of the units.
- ❖ Don't forget to clean the tops of the units too.

TOP TIP: *There are many different types of work surface that may need specific products, so always ask. Wire wool removes water stains from granite.*

MICROWAVE

- ❖ Unplug your microwave and take out the base plate and any smaller parts. Wash these in warm soapy water.
- ❖ Spray the inside of the oven with kitchen cleaner and wipe down with a soft cloth. Pay special attention to the inside roof of the oven as this is where most of the splashes will be.
- ❖ Clean the door, the hinges and the controls well. Finish by replacing the clean plate and turntable and wiping the outside.
- ❖ Make sure all counter tops, splash backs and tiling are cleaned down with spray cleaner and a cloth. Check that any cleaning product residue is wiped off to finish.



TOP TIP: *Put half a lemon in a bowl of water and 'cook' for a few seconds. The resulting steam will loosen any stains and leave the unit smelling fresh.*

KETTLE

- ❖ Kettles (whether metal or plastic) can be cleaned with spray cleaner on a soft cloth.
- ❖ Don't forget to unplug them before you start.
- ❖ Clean the lid, the base and the flex plus any joints where dirt or lime scale may have collected. You could use a cocktail stick or a toothbrush for these areas.
- ❖ If you're in a hard water area, pop a descaler into the inside of the kettle to keep it free from scale.



TOASTER

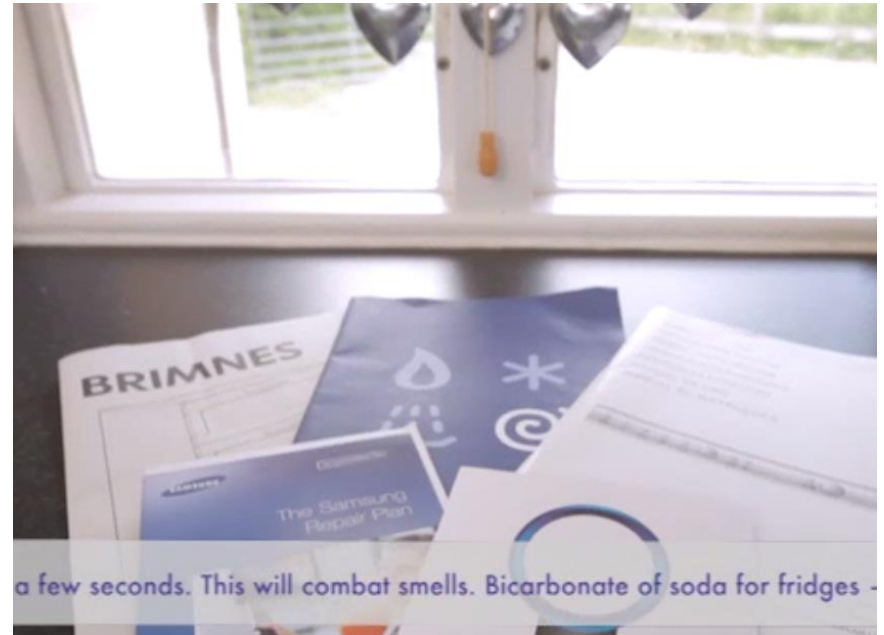


- ❖ Unplug the toaster before you start.
- ❖ Take out the crumb tray, empty it, then wash and dry
- ❖ Turn your toaster upside down, over a sheet of newspaper and shake it gently to get all the crumbs from inside.
- ❖ Use a cream cleaner on a damp cloth to get any marks off the outside. Pay special attention to the switches, handle and joins; again a cocktail stick can be useful here.
- ❖ Give the toaster a final polish with paper towels and replace the crumb tray.

COFFEE MACHINE & IRON

COFFEE MACHINE

- ❖ If you have electric kitchen gadgets provided in your rental the best advice on cleaning is to follow the manufactures instructions. You can obviously clean and wipe any outside surfaces the way you've done for your kettle and toaster.



IRON

- ❖ Clean the plastic bits of your iron with warm soapy water. Use a cocktail stick or a cotton bud for any dirt collected round the switches or in the grooves
- ❖ The sole plate of your iron may need cleaning if you've melted any material on to it or if the steam vents are blocked with lime scale

DISHWASHER

- ❖ If you're using your dishwasher to help clean other items in the kitchen, leave it until everything else is done.
- ❖ Take out the filter and wash it in warm soapy water. If the cutlery basket needs it, wash this too.
- ❖ Clean round the soap dispenser well.
- ❖ Clean all around the door and all the seals with cleaner and a cloth. Use a toothbrush for hinges, grooves and fiddly bits.
- ❖ Replace the clean filter and give the outside a wipe down.



TOP TIP: *A small amount of baby oil on a soft cloth or cotton wool will give a lovely shine to metal surfaces.*

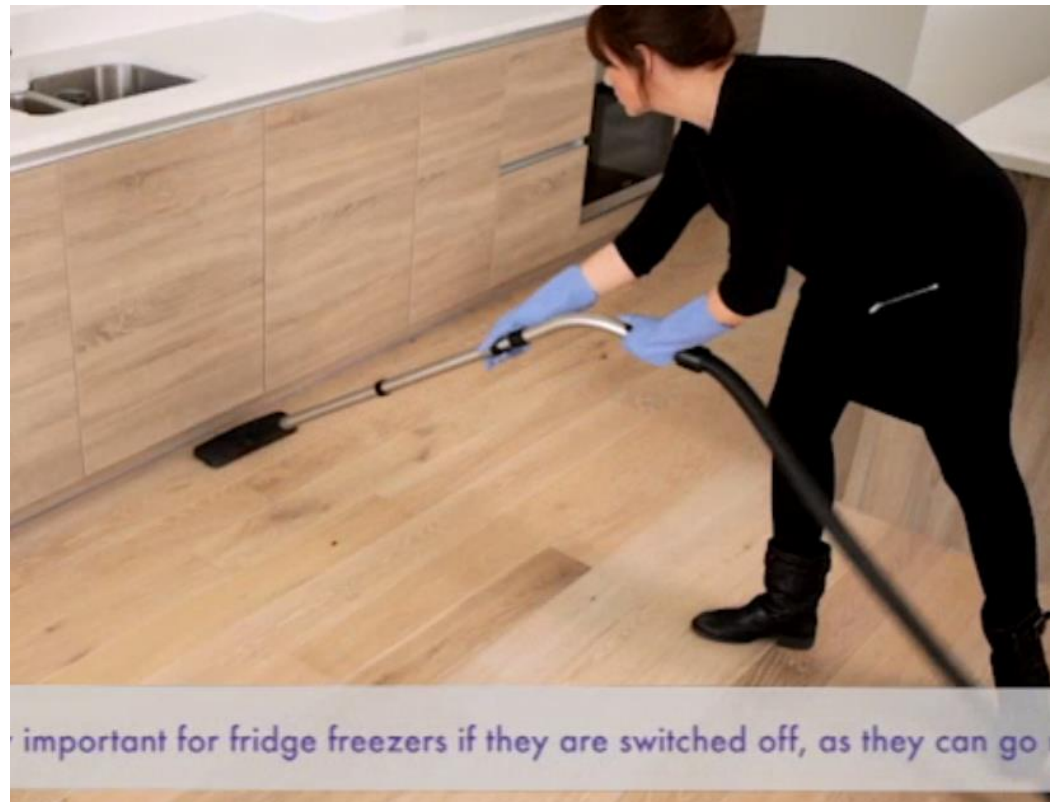
SINK

- ❖ Leave the sink until just before you do the floor, as you'll be washing lots of other things in it until now.
- ❖ Give the whole sink a wipe over with a sponge to get rid of any immediate dirt
- ❖ Remove any bits from the plugholes to start; take out the filter and give it a good rinse.
- ❖ Clean the whole sink and draining board with a cream cleaner and a sponge. Pay special attention to the plug, drainage hole and the taps, working the cleaner in to all the corners as you go.
- ❖ Rinse the whole sink with water and dry all over with a soft cloth and paper towels
- ❖ To finish off the taps, use a paper towel. This will give a great shine without leaving behind little bits of lint.
- ❖ A spritz of baby oil on a soft cloth will give a really professional finish.



KITCHEN FLOOR

- ❖ Leave the floor until last.
- ❖ Give the whole area a really good vacuum and get in to all the corners and under and freestanding units.
- ❖ Finish by mopping to get off any stubborn dirt and leave to dry



CLEANING YOUR BATHROOM

After the kitchen, the bathroom is the room you'll probably need to spend most time cleaning. It can be a daunting prospect, but it's the room that will look really good when you're done.

Take everything out of the bathroom before you start. You can put soap dishes, toothbrush holders and small items in the dishwasher while you're tackling the rest of the room.



YOU WILL NEED:

- ❖ Rubber gloves
- ❖ Vacuum cleaner
- ❖ Soft cloths
- ❖ Spray cleaner
- ❖ Toilet brush
- ❖ Shower squeegee
- ❖ Old toothbrushes
- ❖ Sponges with scouring surface
- ❖ Toothpick
- ❖ Paper towels
- ❖ Cream cleaner
- ❖ Anti-bacterial spray
- ❖ Mop & bucket
- ❖ Lime scale spray
- ❖ Thick bleach or toilet cleaner

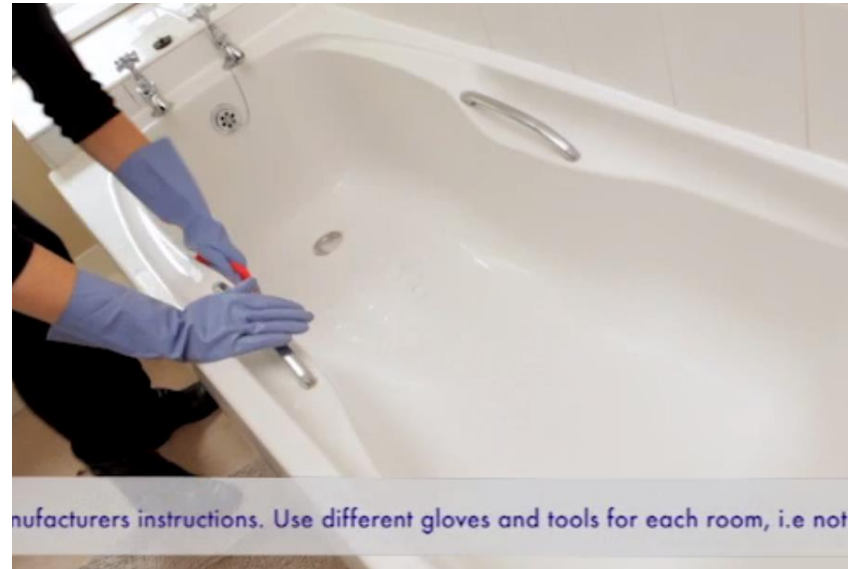
THE WC

- ❖ Start with the WC.
- ❖ Put on a clean pair of rubber gloves (keep a pair of gloves solely for cleaning the toilet).
- ❖ Always protect the floor directly around the area to be cleaned; newspaper is good for this.
- ❖ Apply thick bleach around the rim of the bowl and leave it to do its work for a while.
- ❖ Spray all the other parts of the WC with a disinfectant cleaner; don't forget the undersides of the seat and lid. Leave to settle for a few minutes, then work in and wipe off with a damp cloth.
- ❖ Clean all the other surfaces directly around the WC. Pay special attention to the pipes and pedestal.
- ❖ Go back to the bowl and scrub thoroughly with a stiff toilet brush. Be sure to clean thoroughly under the rim.
- ❖ Rinse by flushing the toilet. Continue to scrub as it flushes.
- ❖ Repeat these stages until all stubborn stains have been removed.

TOP TIP: *If you cannot remove stains from the toilet bowl, take out all the water using a small bowl and put heavy duty cleaning product directly on the marks.*

BATH

- ❖ Start by cleaning the plughole and removing any hair and debris.
- ❖ Then apply cleaner a section at a time, paying particular attention to trouble spots like plugholes, lime scale and around the taps.
- ❖ Using a cloth, work the cleaner around all the fittings and surfaces. A toothbrush is ideal to get persistent dirt from around tricky spots.
- ❖ Rinse down the whole bath with hot water and give a final wipe with a cloth.
- ❖ Don't forget the sides of the bath need a wipe as well.



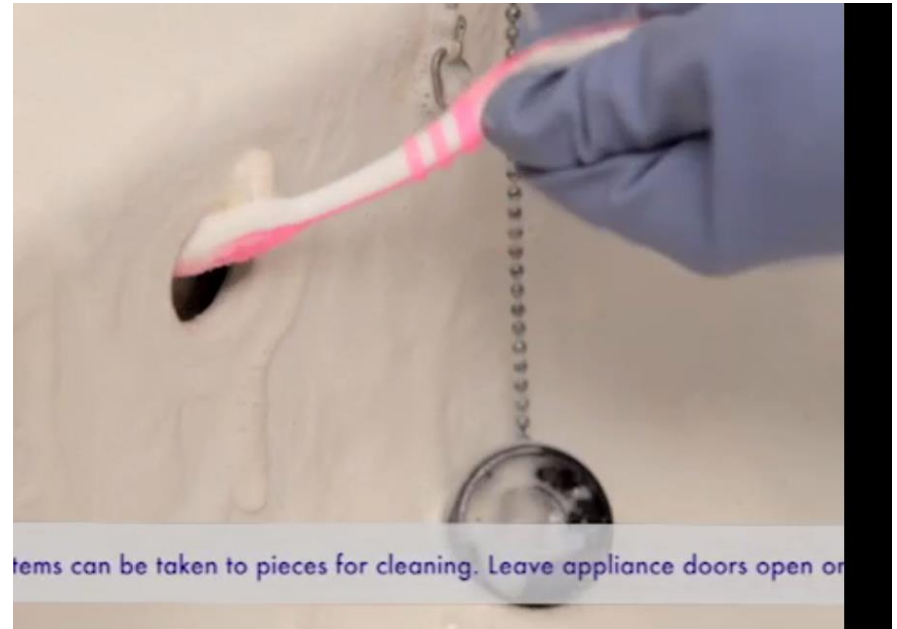
SHOWER

- ❖ First, spray all the surfaces with a spray cleaner; pay particular attention to any lime scale and heavily marked areas. If you have mold or mildew you will need a specialist cleaning product to tackle this.
- ❖ Many showerheads can be removed and soaked and this will really help to loosen the dirt. If your shower head is fixed apply cleaner and leave to do its work.
- ❖ You can thoroughly clean the shower head by using a toothpick in the spray holes; then give it a really good scrub all over.
- ❖ Clean all the other parts of the shower unit, including the hose, water pipe, controls and any fittings.
- ❖ All the surfaces immediately around the shower will need a thorough clean. A toothbrush is great for getting into all the grooves and corners.
- ❖ Grouting between tiles can be cleaned with cream cleaner.
- ❖ Finally wipe down all the walls and the shower base and move on to the doors or glass panel.
- ❖ Give all the surfaces a good scrub, then rinse off and finish with glass cleaner and a soft cloth. Remember to do both sides.
- ❖ If you have a shower curtain, either wash it so it's spotless or replace it.

TOP TIP: *Use a shower squeegee throughout your time at a property. This will reduce water scale to a minimum.*

SINK

- ❖ Cleaning the sink is much the same method as the bath. Use cream cleaner and a cloth and get out the toothbrush for those fiddly bits.
- ❖ Don't forget to clean the surrounds, the underside of the bowl, all around the pedestal and the pipes and shelves behind.



TOP TIP: *Do not use the same tools for several rooms, for example, don't use the same toothbrush for the kitchen and bathroom.*

SURFACES

- ❖ Bathrooms will vary in what they contain, but everything has to be cleaned.
- ❖ You can clean shelves, mirrors, units and any other fixtures and fittings with a spray cleaner and clean cloths.
- ❖ Start any very dusty areas with just a damp cloth and then clean with spray and cloth.
- ❖ Include towel rails and radiators, as well as any flex and sockets.
- ❖ Vacuum and clean the exterior of extractor fans and heaters, however DO NOT take anything electrical apart to clean, unless specifically advised to.
- ❖ The floor is the last thing to clean. If it's carpet, vacuum and have it steam cleaned. Solid flooring including tiles, vinyl, laminate and wood should be either mopped or cleaned using a recommended product.



TOP TIP: *Spray product onto the cloth, rather than the surface.
This will stop spray going in areas that you don't want it to.*

CLEANING YOUR LIVING ROOM

As with all the rooms in your house, 'everything' needs cleaning in the living room; from ceilings and walls, to woodwork, windows and floors.

Plus you need to dust, wipe and polish any furniture and fittings.



YOU WILL NEED:

- ❖ Vacuum cleaner
- ❖ Feather duster
- ❖ Warm soapy water
- ❖ Soft cloths
- ❖ Dustpan & brush
- ❖ Furniture polish
- ❖ Paper towels
- ❖ Newspaper

OPEN FIRE OR WOODBURNER

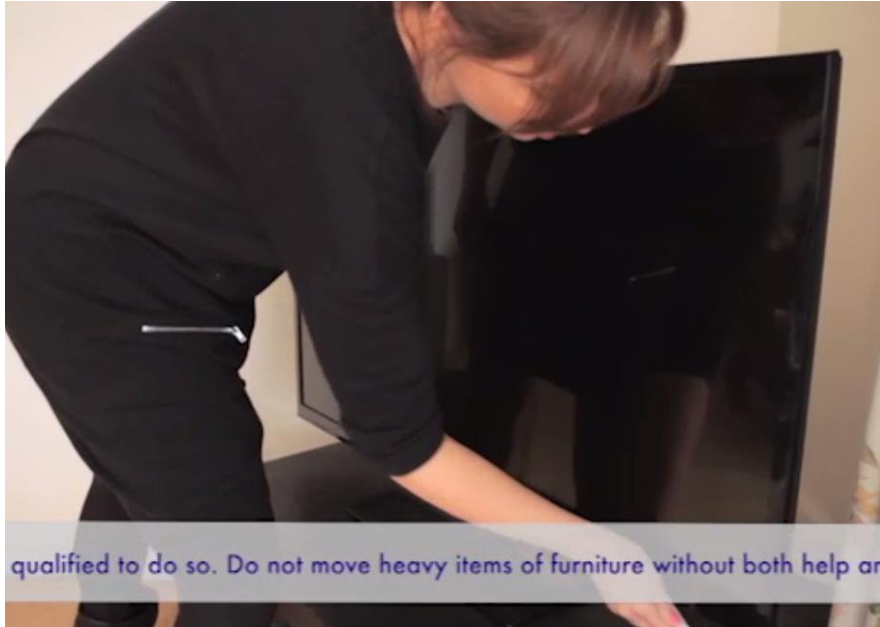
- ❖ If you have an open fire or a wood burner, start here, as it's likely to be the messiest job in the room.
- ❖ Protect the area around the fireplace with newspaper or a dust sheet before you start.
- ❖ Make sure any ash or left over coal in the fireplace is cool. Remove as much as you can, into a bag or a bucket and dispose of this.
- ❖ Remove the fire basket and brush out the rest of the ash.
- ❖ Wipe the front and sides of the grate with a damp cloth, leave to dry and finish with a little polish.
- ❖ Fire accessories like buckets and fire irons need to be left clean; but no one should expect these to be totally spotless.
- ❖ Clean all around the fireplace, the mantelpiece, and the surrounding floor area.



landlord, for ALL work. Read the manufacturers Instructions. If you haven't got the

TOP TIP: *Use a dustpan and brush and a vacuum to get dirt from a fireplace.*

APPLIANCES & WOODWORK

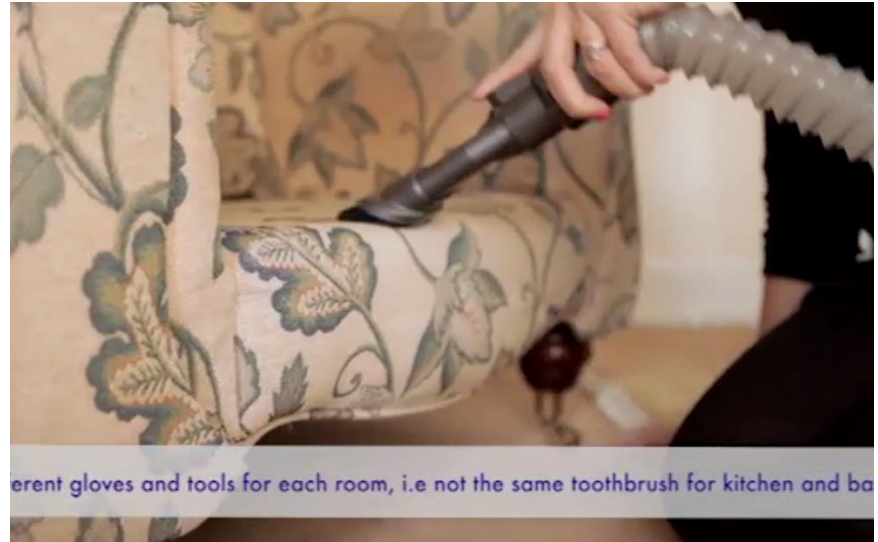


TOP TIP: *Wax can be removed from most surfaces by placing brown paper over the wax and then ironing with a warm iron. This will melt the wax onto the paper. Do not use an overly hot iron as this may well melt the surface below the wax.*

- ❖ Clean any appliances that are staying with the property, such as sound systems, DVD recorders and the TVs.
- ❖ A lightly damp cloth or paper towel is best for removing dust from the main body of the TV. Use a specialist cloth for the screen; this will be soft enough not to scratch and is designed to reduce static, which attracts dust.
- ❖ Polish the TV stand and all the areas around.
- ❖ While you have the polish out, dust off and polish any other items of furniture or areas of woodwork that need this; tables, bookshelves, desk, shelves, doors and cupboards for example.

SOFAS

- ❖ Take any removable cushions off sofas and chairs and give them a good vacuum. You may need to send covers to be dry cleaned; ask your landlord about this.
- ❖ Once the sofa cushions have been removed, vacuum the bases, seats and back of the furniture. Get into all the corners and down the sides with the hose attachment on your vacuum cleaner.
- ❖ Lint remover or sticky tape will remove animal hairs. But for soft furnishings, these items will usually need professional dry cleaning.
- ❖ Replace the clean cushions and covers.



TOP TIP: *White bread can be wiped over material light shades to pick up the dust. You can then vacuum up both the dust and the breadcrumbs.*

FLOOR

- ❖ When everything else in the room has been cleaned, turn your attention to the floor.
 - ❖ If you are having carpets professionally steam cleaned (and we recommend that you do) prepare for this by vacuuming really well.
 - ❖ Vacuum carpets right up to the edges and under all the furniture. If you can move smaller pieces of furniture like chairs and tables, do so and vacuum here also.
 - ❖ Roll back and vacuum under the rugs or anything else that covers the carpet. Then vacuum the rugs themselves.
- ❖ If they are very dirty, professional cleaners can tackle rugs, furniture covers and any other items of soft furnishings too.



TOP TIP: *Putting ice cubes in furniture indentations will help lift the pile as they melt and then dry out*

VACUUM

- ❖ Leave this job until you've finished using it for all other areas of the house.
- ❖ Wipe the body and wheels of the vacuum down all over with a little warm soapy water. Dry them with paper towels and do the same for the hoses and metal tubing
- ❖ You can clean the brushes and attachments in warm soapy water and replace them when they are dry. Replace the bag and change the filter
- ❖ Clean the flex and the plug

CLEANING YOUR OUTSIDE AREAS

Just because its outside, doesn't mean you can forget about cleaning it. Doors, porch areas, window sills, window boxes, garden furniture and bins all need to be left clean and tidy when you are letting or leaving a property.

YOU WILL NEED:

- ❖ Feather duster
- ❖ Hot soapy water
- ❖ Cloths
- ❖ Brass or metal polish
- ❖ Outdoor broom
- ❖ Dustpan & brush



Top Tips and

OUTSIDE AREAS

- ❖ Start by dusting and wiping down doors and any areas around.
- ❖ Pay attention to fittings like the doorknob and letterbox, giving them a polish if they have a bright finish (make sure you use the appropriate polish).
- ❖ Clean around the doorbell.
- ❖ Make sure any outside light fittings are clean, cobweb-free and have a working bulb.
- ❖ Cat flaps, bins, bike stores and other outdoor areas need a good clean. Any paths, steps or driveways need to be weed free and given a sweep with a stiff brush.

- ❖ Do whatever is necessary to make the front of the house smart, tidy and welcoming, ready for the next tenants.



TOP TIP: *Use a professional bin cleaning company if you don't fancy cleaning these yourself.*

REMOVING STUBBORN STAINS: TOP TIPS

- ❖ Blu tac marks – use a citrus based product or white vinegar
- ❖ Pencil marks – use a colourless eraser
- ❖ Pen marks – use rubbing alcohol
- ❖ Red wine spills – use salt to blot up, or white wine
- ❖ Wax crayon marks – use WD40 or a 'magic' eraser

IMPORTANT: PLEASE READ

- ❖ When cleaning any item, always check carefully which cleaning products & cloths can be used for that particular item, or you may cause damage. Always use manufacturer's manuals to obtain this information. If you don't have these, search on the internet, seek specialist advice (or instruction from the landlord) before using any product that may damage the surface that you're working on.
- ❖ If you are not sure what an item is made of i.e.. stainless steel, chrome, brass etc., and you cannot find out, use a product suitable for any surface
- ❖ Always do a test patch when using products, to make sure that they will not mark or damage
- ❖ Take all necessary precautions with all products, as detailed on the product packaging.
- ❖ Follow all health & safety instructions, as given by the manufacturer and/or landlord for ALL work
- ❖ Remember, anyone who cleans will need hot water, so leave this on – and the heating in cold weather.