

Routine regular tasks

Inside property

Set up a cleaning schedule and a rota

Keep kitchen clean and tidy and ensure no items are too close to the stove

Dispose rubbish according to the recycling requirements

Change expired light bulbs including on fridge freezers and extractors

Turn off lights when not in use

Check for any gaps on doors and windows and inform maintenance

Check and clean air vents, extractor fans and trickle vents on windows

Open and close doors, windows, and trickle vents regularly

Check and test smoke and carbon monoxide alarms

Use a plunger to clear sink and bath drainage

Descale taps, shower heads, sinks, WC

Check and clear of any obstructions at exits

Check and clear of any obstructions in meter cupboards

Check and remove of any extension lead and double sockets

Ensure there is no over the door hangers

Ensure doors are not wedged open

Outside property

Check and clean gardens

Check gutters, gullies, and drains

Check whether all bins are in the correct position

Check and clear of any obstructions at exits

Washer dryer

Check and clean washing machine filters

Check and empty water tank or reservoir regularly

Check and clean washing machine soap powder tray

Check and clean washing machine drum seal

Do not operate washing machines and dryers when sleeping

Dryers

Check and clean lint filter of dryers

Do not operate washing machines and dryers when sleeping

Cooker oven

Check cooker, oven and clean, remove fat, oils, debris internally and externally

Do not leave stove and oven unattended

Fridge freezer

Remove items from fridge/freezer and clean

Check and dispose expired items and defrost fridge/freezers

Check to ensure the fridge/freezer clearance from the back wall is at least one to two inches

Toasters

Ensure and clean toasters

Kettles

Ensure sufficient water inside the kettle before turning on

Microwaves

Ensure and clean microwaves