



-

To ensure we clean your home just the way you want. Please complete this form & return to GEM-CLEAN asap to confirm your booking
JOB NUMBER: (OFFICE USE)

NAME:
 ADDRESS FOR VACATE CLEAN:
 FORWARDING ADDRESS:
 BOOKING DATE:

PHONE:
 BOOKING TIME:

BATHROOM		CLIENT REQUEST	JOB DONE	LAUNDRY		CLIENT REQUEST	JOB DONE
Bath/Spa				TROUGH			
BASIN/VANITY				CUPBOARDS			
SHOWER RECESS				EXHAUST FAN/VENT			
SHOWER SCREEN				WALLS			
MIRROR/CABINET				DOORS			
TOWEL RAIL/SOAP HOLDER				INTERNAL WINDOWS			
TOILET BOWL/SEAT/CISTERN				EXTERNAL WINDOWS			
EXHAUST FAN/VENT				WINDOW SCREENS			
SWEEP FLOOR & MOP				A/C VENTS			
WALLS				CEILING/CORNICES/LIGHT FITTINGS/GLOBES			
DOORS				POWER POINTS/SWITCHES			
INTERNAL WINDOWS				WASHING MACHINE/DRYER			
EXTERNAL WINDOWS				WINDOW TRACKS			
WINDOW SCREENS							
CEILING/CORNICES/LIGHT FITTINGS/GLOBES							
POWER POINTS/SWITCHES							
ENSUITE		CLIENT REQUEST	JOB DONE	KITCHEN		CLIENT REQUEST	JOB DONE
SHOWER HEAD/ROSE				STOVE TOP			
INSIDE CUPBOARDS				OVEN			
INSIDE DRAWERS				GRILLER			
WINDOW TRACKS				SINK/DISPOSAL UNIT/TAPS			
A/C VENTS				REFRIGERATOR			
OTHER				MICROWAVE			
				BENCH TOPS			
				CUPBOARDS/DRAWERS			
				DISHWASHER			
Bath/Spa				WALL TILES/SPLASHBACK			
BASIN/VANITY				SWEEP FLOOR & MOP			
SHOWER RECESS				WALLS			
SHOWER SCREEN				DOORS			
MIRROR/CABINET				INTERNAL WINDOWS			
TOWEL RAIL/SOAP HOLDER				EXTERNAL WINDOWS			
TOILET BOWL/SEAT/CISTERN				WINDOW SCREENS			
EXHAUST FAN/VENT				LIGHT FITTINGS/GLOBES			
SWEEP FLOOR & MOP				EXHAUST FAN/VENT			
WALLS				POWER POINTS/SWITCHES			
DOORS				WINDOW TRACKS			
INTERNAL WINDOWS				CARPET VACUUM			
EXTERNAL WINDOWS				A/C VENTS			
WINDOW SCREENS							
POWER POINTS/SWITCHES							
SHOWER HEAD/ROSE							
INSIDE CUPBOARDS							
INSIDE DRAWERS							
WINDOW TRACKS							
A/C VENTS							
OTHER							

VACATE CLEANING CHECKLIST

MAIN BEDROOM	CLIENT REQUEST	JOB DONE	BEDROOM TWO	CLIENT REQUEST	JOB DONE
BUILT-INS/ CUPBOARDS			BUILT-INS/ CUPBOARDS		
SWEEP FLOOR & MOP			SWEEP FLOOR & MOP		
WALLS			WALLS		
DOORS			DOORS		
INTERNAL WINDOWS			INTERNAL WINDOWS		
EXTERNAL WINDOWS			EXTERNAL WINDOWS		
WINDOW SCREENS			WINDOW SCREENS		
WINDOW TRACKS			WINDOW TRACKS		
LIGHT FITTINGS/GLOBES			LIGHT FITTINGS/GLOBES		
CEILING FANS			CEILING FANS		
POWER POINTS/ SWITCHES			POWER POINTS/ SWITCHES		
WINDOW TRACKS			WINDOW TRACKS		
CARPET VACUUM			CARPET VACUUM		
A/C VENTS			A/C VENTS		
OTHER			OTHER		

BEDROOM THREE	CLIENT REQUEST	JOB DONE	BEDROOM FOUR	CLIENT REQUEST	JOB DONE
BUILT-INS/ CUPBOARDS			BUILT-INS/ CUPBOARDS		
SWEEP FLOOR & MOP			SWEEP FLOOR & MOP		
WALLS			WALLS		
DOORS			DOORS		
INTERNAL WINDOWS			INTERNAL WINDOWS		
EXTERNAL WINDOWS			EXTERNAL WINDOWS		
WINDOW SCREENS			WINDOW SCREENS		
WINDOW TRACKS			WINDOW TRACKS		
LIGHT FITTINGS/GLOBES			LIGHT FITTINGS/GLOBES		
CEILING FANS			CEILING FANS		
POWER POINTS/ SWITCHES			POWER POINTS/ SWITCHES		
WINDOW TRACKS			WINDOW TRACKS		
CARPET VACUUM			CARPET VACUUM		
A/C VENTS			A/C VENTS		
OTHER			OTHER		

VACATE CLEANING CHECKLIST

TOILET	CLIENT REQUEST	JOB DONE	STUDY	CLIENT REQUEST	JOB DONE
BOWL/SEAT/CISTERN			DESK/CHAIRS		
EXHAUST FAN/VENT			SWEEP FLOOR & MOP		
SWEEP FLOOR & MOP			WALLS		
WALLS			DOORS		
DOORS			HEATING/COOLING SYSTEM		
INTERNAL WINDOWS			INTERNAL WINDOWS		
EXTERNAL WINDOWS			EXTERNAL WINDOWS		
WINDOW SCREENS			WINDOW SCREENS		
WINDOW TRACKS			LIGHT FITTINS/GLOBES		
LIGHT FITTINGS/GLOBES			CEILING FANS		
POWER POINTS/ SWITCHES			POWER POINTS/SWITCHES		
BASIN/TAPS			CARPET VACUUM		
WINDOW TRACKS			WINDOW TRACKS		
A/C VENTS			A/C VENTS		
LOUNGE ROOM	CLIENT REQUEST	JOB DONE			
LOUNGE SUITE					
SHELVES					
SWEEP FLOOR & MOP					
WALLS			DINING ROOM	CLIENT REQUEST	JOB DONE
DOORS			CHAIRS		
HEATIING/COOLING SYSTEM			SWEEP FLOOR & MOP		
INTERNAL WINDOWS			WALLS		
EXTERNAL WINDOWS			DOORS		
WINDOW SCREENS			HEATING/COOLING SYSTEM		
WINDOW TRACKS			INTERNAL WINDOWS		
LIGHT FITTINGS/GLOBES			EXTERNAL WINDOWS		
CEILING FANS			WINDOW SCREENS		
POWER POINTS/ SWITCHES			WINDOW TRACKS		
CARPET VACUUM			LIGHT FITTINS/GLOBES		
A/C VENTS			CEILING FANS		
			POWER POINTS/SWITCHES		
			CARPET VACUUM		
			A/C VENTS		
HALLWAY	CLIENT REQUEST	JOB DONE			
SWEEP FLOOR & MOP					
WALLS					
DOORS			EXTERNAL	CLIENT REQUEST	JOB DONE
HEATIING/COOLING SYSTEM			RUBBISH REMOVAL		
INTERNAL WINDOWS			ALL WINDOWS - OUTSIDE		
EXTERNAL WINDOWS			ROLLER SHUTTERS		
WINDOW SCREENS			SECURITY/SCREEN DOORS		
WINDOW TRACKS			CONCRETE FOOTPATHS		
LIGHT FITTINGS/GLOBES			DECKING/PAVING		
CEILING FANS			WALLS		
POWER POINTS/ SWITCHES			LIGHT FITTINGS/GLOBES		
CARPET VACUUM			CEILING FANS		
A/C VENTS			POWER POINTS/SWITCHES		
			GARAGE/CARPORT		
			ROLLER DOORS		
			PRESSURE CLEANING		

Should there be any other items (not on the list above) that you would like GEM-CLEAN to clean, please detail here.

Are there any carpeted rooms that you would like GEM-CLEAN to Steam clean? Please detail here. (Additional charges apply)

Any additional information you wish to give GEM-CLEAN (before or after our clean)

TOTAL PRICE

VACATE CLEAN			\$
CARPET CLEANING		Number of rooms:	\$
UPHOLSTERY CLEANING		Number of Adult seating positions:	\$
TILE AND GROUT CLEANING		Square meterage:	\$
PRESSURE CLEANING	Areas to be cleaned:		\$

TOTAL: \$

Cleaning conducted and completed

		___/___/___
Cleaner's full name	Cleaners' Signature	Date

Cleaning approved by Client

		___/___/___
Cleaner's full name	Cleaners' Signature	Date

(In the unexpected event of an issue with the clean, all complaints must be received by this office within 48 hours of completion)