

Pre/Post Party clean checklist

Everyone loves a party, but not so much the organization and the clearing up after! Let us come in and take away the stress so you can enjoy the party without the worry. This is a guide checklist so if there is anything in particular you would like done that is not mentioned, please do let us know.

Pre clean checklist

Kitchen

- Wash and put away all food preparation dishes
- Wipe down and polish all surfaces and cupboard fronts inc hob and oven
- Empty rubbish bin and recycling, clean and replace bag
- Place rubbish and recycling bins where they are easily accessible to guests.
- Make more room on kitchen countertops by putting away appliances and gadgets. This creates space for food prep and for staging dirty dishes and glasses before cleanup
- Clean out the fridge. Make room for party dishes/drinks and leftovers so prep and cleanup will go more smoothly.
- Clean the kitchen floor

Bathroom

- Declutter the bathroom – remove items, put into cupboards
- Change and wash bath mats, towels and washcloths. Put out a couple of clean hand towels or set out paper guest towels.
- Restock toilet paper/ make extra easily available
- Wipe down and polish toilet, sink, bath and shower
- Wipe and polish and surfaces
- Clean floor

Reception rooms

- Declutter- e.g discarded mail, children's toys, clothing magazines and books etc sort or put away in a basket
- Clear coffee table, end tables to make space for drinks and plates - put out coasters/ashtrays
- Dust and vacuum, mop hard floors
- Rotate, plump and tidy cushions, fold throws and blankets

Entrance/ porch and Hall

- Declutter/tidy
- Dust and vacuum
- Fresh flowers (not included)
- Sweep/hose down front steps

Other

- Establish a space for guests belongings, if a bedroom, it will be dusted, vacuumed and tidied
- Do you have guests staying? If yes we can declutter, dust and vacuum the bedrooms, put on fresh linen and lay out fresh towels and water
- Open all windows to ensure everywhere is aired
- Room spray or scented candle

Post clean checklist

- Collect all rubbish, separate recycling, take outside
- Collect all dirty glasses and other items to be washed, fill dishwasher and wash any other items, dry and put away
- Wipe clean all kitchen surfaces
- Wash all tablecloths, napkins, tea towels
- Clean kitchen floor
- Vacuum throughout and mop floors
- Wipe clean and polish the bathroom
- Wash all bathroom towels and mats and replace with fresh
- Wash and change bed linen if you had overnight guests
- We will do our best to remove stains on counter tops, table cloths, cushions and carpets