

Duties in and around the house

The duties below are the ones you need to perform regularly. There will be others that you need to do just because they need to be done – so please be aware and look around the house for anything that needs cleaning or tidying. Remember that your number one priority is always the person you are caring for.

Every Week

Task	Completed? Add your initials and the date or “NR” for Not Required
Bins: empty and clean,	
Vacuum cleaner: Empty, take apart, clean, put back back together	
Bathroom: Clean tiles, sink, toilet, commode chair and floor thoroughly. Remove all items from window shelf, clean and put back	
Kitchen: mop floor	
Washing machine: Check and remove detergent drawer to clean. Wipe down outside the washing machine	
Microwave: Clean inside and outside, including the plate	
Ironing: as needed	
Throughout house: Wet dust surfaces using a bowl of hot water and cloth	
Bed: Wash and change bed sheets (Sunday)	
Towels: Wash and change towels (Friday)	
Teabag bin: Empty and wash	
Urine bottles: Wash in tub, soak in hot water with mild bleach solution	
Towel cupboard: Tidy. Check stocks of loo roll, general medication box (paracetamol, diabetic testing strips) and report any items needed	
Wheelchair: Clean, dry cloth round all metal parts and check for damage	
Ventilator mask: Full sterilize using Milton cold water sterilising fluid)	
WAV: Ensure Wheelchair Accessible Vehicle is clean inside, tidy with plenty of fuel	

Every Month

Task	Completed? Add your initials and the date or "NR" for Not Required
Fridge: Empty fridge and clean. Wash shelves in hot soapy water and replace	
Cooker: Wash down cooker and clean oven thoroughly	
Furniture in front room: Move (settees, lamps, armchair) and vacuum behind	
All rooms: Wet dust all rooms using hot water and cloth. Include doors, windows, skirting boards and radiators	
Ceilings: Check and remove dust and cobwebs	
Portable hoist: Check and charge	
Key safe: Check keys still there and unit is secure	
Smoke and carbon monoxide alarms: Check and test	

Every Three Months

Task	Completed? Add your initials and the date or "NR" for Not Required
Windows: Clean all inside and out	
Outside house: Walk around house, sweep and remove weeds	
Outdoor bins: Wash inside and out	
Bed: Dust and vacuum over and under bed	
WAV: Take to car wash	
Kitchen cupboards: Empty, wipe down inside and tidy. Check and tidy under sink cupboards.	
Freezer: Empty, defrost, wash and dry	
Carpets: Wash and deep clean with VAX	
Washing machine: clean cycle with sachets	
Sofa bed: Pull out, dust/wet wipe and vacuum	