SAPPHIRE HOMES CLEANING

Cleaning visit planner

Puchong home-cleaning preparation | Print and write in your priorities

Use this with the team to agree the work. It does not confirm a booking or define which tasks are included in a service.

1 Plan the visit

Neighbourhood: _____ Home type: _____

Preferred date: _____ Preferred session: _____

Four-hour sessions: morning 8am-12pm or afternoon 1pm-5pm.

Tools: I will prepare them / I would like to request them (circle one).

Access, parking or building arrangements to discuss:

_____

2 Choose your three priorities

Write the room or task and what matters most. Confirm the agreed scope with the team.

1. _____

2. _____

3. _____

Anything to leave untouched or handle with special care:

_____

3 Before the cleaner arrives

- ☐ Put away important documents, medication and fragile personal items.
- ☐ Clear small items from the surfaces and floors you want cleaned.
- ☐ Set aside belongings that should not be handled; explain delicate surfaces.
- ☐ Keep children, pets and valuables in a safe area where practical.
- ☐ Have the agreed access and parking arrangements ready.

4 Agree, review and clarify

- ☐ Confirm coverage, availability, priority work and tools before booking.
- ☐ Discuss extra time or extended sessions with the team in advance.
- ☐ Keep the phone used for booking available for clarification.
- ☐ Review the main areas together and raise questions before the team leaves.

Current packages and tools arrangements: sapphirehomescleaning.com/pricing.html

Full guide: sapphirehomescleaning.com/puchong-cleaning-checklist.html

Prepared 17 October 2026 | One-page customer worksheet | Keep with your booking notes