

KEY SECURITY DEPOSIT

Received from (worker name): _____

of (worker address): _____

on (worker telephone number): _____

a deposit of £10.00

paid out of hours worked (insert times) from: _____ to: _____

on (insert date): _____

For House/Flat keys belonging to:

(Insert client name): _____

Keys Passed to Worker above on (insert date): _____

--oOo--

I acknowledge receipt of the client's keys and I promise to return them promptly when I finish working. I understand my £10.00 deposit will be returned in full upon returning the key *in person* to the client.

I FURTHER AGREE AND ACCEPT THE FOLLOWING:

- 1.) I accept that I am not allowed to post the keys direct to the client's address for security reasons.
- 2.) I accept I am not allowed to write the client's address or telephone number on the keys or on a key ring holding the keys (or on any item near which the keys will be kept) for security reasons.
- 3.) I accept failure to return the keys means I lose my deposit.
- 4.) I accept failure to return the keys (or loss of the keys) will make me personally liable for the cost of replacement keys and/or locks.

* Client & worker may delete any of the above conditions if they both agree to do so.

Workers Signature: _____

Worker Earnings Receipt Form - For: (enter name of worker)

... Use a separate sheet for each new worker

Worker completes the sections below up to 'signed'				Client completes when paying the worker				Worker must enter date and sign for money rcvd			
Day of week	Enter the Date of Month	Enter your time of arrival	Enter the time you leave	Enter time Worked for	Sign to confirm work done	Wages due for work	Wages paid out now	Balance due less wages paid	Money left out for wkr on....	Signed for	Date Rcvd
Day	Date	Time start	Time stop	Hrs:mins	Signed	Pay Due	Pay Paid	Balance	Date Paid		
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											
11											
12											
13											
14											
15											
16											
17											
18											
19											
20											
21											

Verified by the client as an accurate record for this worker and the payments made

Signed: (Client)

Name:

Date:

PLEASE NOTE
There is a legal requirement to keep this document for up to six years

Top copy - Client's copy
Bottom copy - Worker's copy

TASK SHEET

ENTRANCE AREA

- clean skirting
- polish brass
- wipe door clean
- vacuum carpet
-
-

LIVING ROOM

- clean pictures
- clean mirrors
- clean skirting
- clean fireplace
- clean tables
- dust chairs
- dust surfaces
- polish brass/silver
- vacuum carpet
- wash windows
-
- wipe window ledges
-
-

DINING ROOM

- clean pictures
- clean drinks cabinet
- clean mirrors
- clean skirting
- clean fireplace
- clean tables
- dust chairs
- dust surfaces
- polish brass/silver
- vacuum carpet
- wash windows
-
- wipe window ledges
-
-

KITCHEN

- clean hob
- clean inside cupboards
- clean inside microwave
- clean out fridge
- clean oven
- wipe outside of oven
- clean sink
- wash up
- wash windows
-
- wipe window ledges
-
-

BATHROOM

- clean bath/sink
- clean mirrors
- clean shower cabinet
- clean tiles/surfaces
- clean taps
- toilets
- wash floor
-
-

BEDROOMS

-
-
- clean mirrors
- clean pictures
- clean skirting board
- dust surfaces
- change sheets
- make beds
- polish brass/silver
- vacuum carpets
- wipe window ledges
-

STAIRS/COMMON PARTS

- vacuum
- polish handrails
- clean skirting
- wash floors
- wash walls
-
-

IRONING

- shirts
- dresses
- knitwear
- trousers
- jeans
- underwear
- suits
- misc please specify
-
-
-

note: we expect our cleaners to iron approx 8 shirts per hour

OTHER ROOMS

-
-
-
-
-
-

COMMENTS
