

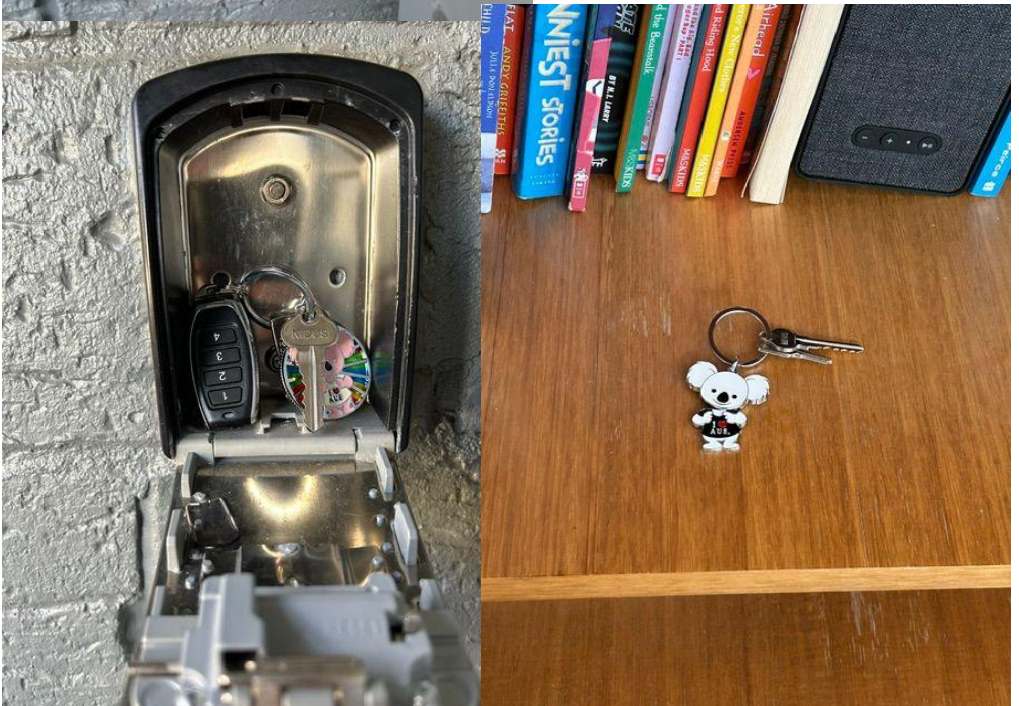
**HOUST**

# **MELB-NEP992**

**Cleaning Guide (Special Tasks)**

# Keys

**Keys:** There should be 3 sets of keys including 2x remotes for the garage (one remote for the cleaner and one for the guests). The lockbox for the guests contain the set of keys with the remote control and a second set for the guests should be located under the tv in the lounge area. Cleaner lockbox code is 7104



# Bins

There is a professional company who should be taking the bins out and collecting them every Sunday and Monday. If you see that the bins have not been emptied please notify Houst.

If possible please put the recycled bins on one side and the green waste/general rubbish on the other.

Rubbish: **MUST** be sorted correctly into the correct bins. Take photos of the inside of the bins.

Red lid = general rubbish

Green lid = organic waste

Purple lid = glass

Yellow lid = plastic and paper



**Please inform us if the barbecue is left dirty and clean it.**

**Clean BBQ >> Please clean BBQ, take the cover off and clean BBQ. Take a picture after every clean.**



# Replenishments

There is a checklist on the inside of the owners cupboard with all the supplies.

- tea and coffee
- toilet paper
- toiletries
- paper towels
- dishwashing tabs
- laundry detergent

