

Maid duties checklist

Tick what is in scope, leave the rest blank, then agree hours, the weekly off and the salary against it. Ten minutes here prevents the argument that arrives in week two.

KITCHEN & COOKING

- ☐ Washing utensils (soaking, drying)
- ☐ Cleaning stove, slab and sink
- ☐ Cooking — meals/day: ____ people: ____
- ☐ Chopping and prep only
- ☐ Fridge and storage cleaning

CLEANING

- ☐ Sweeping & mopping — rooms/floors: ____
- ☐ Dusting surfaces and furniture
- ☐ Bathrooms — how many: ____
- ☐ Balconies, stairs, common areas
- ☐ Windows and grills (occasional)

LAUNDRY

- ☐ Washing (hand / machine)
- ☐ Drying, folding, putting away
- ☐ Ironing (often a separate task)
- ☐ Changing and washing bed linen

CHILDCARE (IF ANY)

- ☐ Feeding, bathing, dressing
- ☐ School drop-off and pickup
- ☐ Supervised play / homework
- ☐ Left alone with the child?

ELDER CARE (IF ANY)

- ☐ Bathing, dressing, mobility
- ☐ Meals and medication reminders
- ☐ Company and daytime supervision

PETS, ERRANDS & EXTRAS

- ☐ Feeding / walking / cleaning up after pets
- ☐ Small errands (milk, vegetables, parcels)
- ☐ Watering plants
- ☐ Door and deliveries

The two lines people forget. 1) Duties NOT included: _____ 2) Meals per day and number of people (write the number, never just "cooking").

THE SCHEDULE HALF OF THE AGREEMENT

Working hours

Breaks

Weekly off (day)

Festival / village leave

Salary & pay date