1 Jalan Membina

Central Green Condo

Unit No 07-03

Singapore- 169479

27th May 2021

Dear Michelle,

WELCOME TO OUR HOME!

We hope you will find our home a safe, happy and comfortable place to live and work. May you learn, grow your skills and develop to reach your goals and dreams.

Should you face any problems regarding your work or any other matter– feel free to talk to us and we will try our best to help and support you.

Please refer to the Work Guideline Note attached for your daily schedule, daily tasks, and weekly tasks. Also given is a list of our House Rules to follow. These are to help you remember what we discussed today. The Work Guidelines are indicative- we will modify and adjust to what works best as we go along. Please ask and clarify anything that you don’t understand or find difficult to follow.

We expect you to try your best to work with honesty and sincerity. We will try to be patient and respectful. Hope we can work well together and build mutual trust over time.

Best Wishes,

Sharmishtha (Ma’am) and Raj (Sir)

WORK GUIDELINES FOR MICHELLE

**DAILY SCHEDULE**

| **Week**  **Day** | **Morning**  **6am-10am** | **Mid Day**  **10-2pm** | **Afternoon**  **2-6pm** | **Evening**  **6-10pm** |
| --- | --- | --- | --- | --- |
| MON | 6-6.30: Wake up, Wash up and get ready to work  6.30-7.00: Prepare drinks, medicines, Wash dishes if any, Take out marinated or prepped ingredients for Cooking  7-8: Dusting and cleaning Hall area, Sir study and Ma’am study room  8-9: Prepare breakfast, Eat own breakfast  9-11: Clean after breakfast, Cook Lunch & Dinner | 11-12.00: Clean bedrooms, Clean Toilets  12.00-1.30: Wash dishes, clean kitchen and eat lunch  1.30-2: ……. | 2-3.30:…….  3.30-4.30: Deep Clean Kitchen, fridges & utility area  4.30-5.30: Prepare shopping list  5.30-6: Prepare tea for Ma’am and meal planning for next day | 6-7: Meal Prep for next Day  7-7.30: Have dinner  7.30-8.30: Serve Dinner to Ma’am & Sir and cut fruits.  8.30-9.30: …….  9.30-10: Serve Dinner to Sir (sometimes), Wash dishes |
| TUE | 6-6.30: Wake up, Wash up and get ready to work  6.30-7.00: Prepare drinks, medicines, Wash dishes if any, Take out frozen/marinated ingredients for breakfast  7-8: Dusting and cleaning Hall area, Sir study and Ma’am study room  8-9: Prepare breakfast, Eat own breakfast  9-11: Clean after breakfast, Cook Lunch & Dinner | 11-12.00: Clean bedrooms, Clean Toilets  12.00-1.30: Wash dishes, clean kitchen and eat lunch  1.30-2: ……. | 2-3.30:--------------  3.30-4.30: Go shopping  4.30-5.30: Laundry/Ironing  5.30-6: Prepare tea for Ma’am and meal planning for next day | 6-7: Meal Prep for next Day  7-7.30: Have dinner  7.30-8.30: Serve Dinner to Ma’am & Sir and cut fruits.  8.30-9.30: …….  9.30-10: Serve Dinner to Sir (sometimes), Wash dishes |
| WED | 6-6.30: Wake up, Wash up and get ready to work  6.30-7.00: Prepare drinks, medicines, Wash dishes if any, Take out frozen/marinated ingredients for breakfast  7-8: Dusting and cleaning Hall area, Sir study and Ma’am study room  8-9: Prepare breakfast, Eat own breakfast  9-11: Clean after breakfast, Cook Lunch & Dinner | 11-12.00: Clean bedrooms, Clean Toilets  12.00-1.30: Wash dishes, clean kitchen and eat lunch  1.30-2: ……. | 2-3.30:--------------  3.30-4.30: Deep Clean Living Room, Study room  4.30-5.30: Laundry/Ironing  5.30-6: Prepare tea for Ma’am and meal planning for next day | 6-7: Meal Prep for next Day  7-7.30: Have dinner  7.30-8.30: Serve Dinner to Ma’am & Sir and cut fruits.  8.30-9.30: …….  9.30-10: Serve Dinner to Sir (sometimes), Wash dishes |
| THU | 6-6.30: Wake up, Wash up and get ready to work  6.30-7.00: Prepare drinks, medicines, Wash dishes if any, Take out frozen/marinated ingredients for breakfast  7-8: Dusting and cleaning Hall area, Sir study and Ma’am study room  8-9: Prepare breakfast, Eat own breakfast  9-11: Clean after breakfast, Cook Lunch & Dinner | 11-12.00: Clean bedrooms, Clean Toilets  12.00-1.30: Wash dishes, clean kitchen and eat lunch  1.30-2: ……. | 2-3.30:--------------  3.30-4.30: Deep Clean Guest room and toilet  4.30-5.30:  5.30-6: Prepare tea for Ma’am and meal planning for next day | 6-7: Meal Prep for next Day  7-7.30: Have dinner  7.30-8.30: Serve Dinner to Ma’am & Sir and cut fruits.  8.30-9.30: …….  9.30-10: Serve Dinner to Sir (sometimes), Wash dishes |
| FRI | 6-6.30: Wake up, Wash up and get ready to work  6.30-7.00: Prepare drinks, medicines, Wash dishes if any, Take out frozen/marinated ingredients for breakfast  7-8: Dusting and cleaning Hall area, Sir study and Ma’am study room  8-9: Prepare breakfast, Eat own breakfast  9-11: Clean after breakfast, Cook Lunch & Dinner | 11-12.00: Clean bedrooms, Clean Toilets  12.00-1.30: Wash dishes, clean kitchen and eat lunch  1.30-2: ……. | 2-3.30:--------------  3.30-4.30: Prepare shopping list and go Grocery shopping  4.30-5.30:  Deep Clean Master bedroom and toilet  5.30-6: Prepare tea for Ma’am and meal planning for next day | 6-7: Meal Prep for next Day  7-7.30: Have dinner  7.30-8.30: Serve Dinner to Ma’am & Sir and cut fruits.  8.30-9.30: …….  9.30-10: Serve Dinner to Sir (sometimes), Wash dishes |
| SAT | 6-6.30: Wake up, Wash up and get ready to work  6.30-7.00: Prepare drinks, medicines, Wash dishes if any, Take out frozen/marinated ingredients for breakfast  7-8: Dusting and cleaning Hall area, Sir study and Ma’am study room  8-9: Prepare breakfast, Eat own breakfast  9-11: Clean after breakfast, Cook Lunch & Dinner | 11-12.00: Clean bedrooms, Clean Toilets  12.00-1.30: Wash dishes, clean kitchen and eat lunch  1.30-2: ……. | 2-3.30:--------------  3.30-4.30: Clean grill, shoe racks, cycles and water plants  4.30-5.30:  Laundry/Ironing  5.30-6: Prepare tea for Ma’am and meal planning for next day | 6-7: Meal Prep for next Day  7-7.30: Have dinner  7.30-8.30: Serve Dinner to Ma’am & Sir and cut fruits.  8.30-9.30: …….  9.30-10: Serve Dinner to Sir (sometimes), Wash dishes |
| SUN | Clean dishes if any, Prepare drinks, Tidy the Kitchen and Living Area before leaving  Off Day starts from 8am | Off Day: Go Out or rest at home | Off Day: Go Out or rest at home | Come back by 8pm  8.30-9.30: Light duties-Wash dishes in the sink,  Meal Prep for next day’s cooking if required |

|  |  |
| --- | --- |
| **Daily Tasks** | |
| **Cleaning** | **Laundry** |
| All rooms dusting | Wash clothes |
| All rooms cleaning | Ironing |
| Clean toilets, Clean mirrors | Fold and Store in cupboards |
| Clean kitchen, counter top, wall tiles |  |
| Remove trash |  |
| Clean dishes |  |
| Make bed |  |
| Fill water bottles |  |
| Clean appliances- mixer, microwave, oven, kitchen hob, coffee machine | |

**Weekly Deep Cleaning**

| **Kitchen** | **Bathrooms** | **Bedrooms/Study** | **Living Room/ Dining Room** | **Laundry Area** |
| --- | --- | --- | --- | --- |
| Empty fridge and wipe down | Wash all floor rugs | Deep clean around mattress | Remove cobwebs | Wipe down top of washer and dryer |
| Wash canisters/stuff on counters | Wash Shower curtain | Change all the bed linen | Clean windows and ledge | Clean gunk from under washer lid |
| Straighten Drawers/cupboards | Straighten drawers/cabinets | Clean Fans | Wipe walls, Wipe down front door | Check supplies |
| Scrub cabinet fronts | Wash Window screen | Clean in the corners and under the bed/shelves | Clean inside couch and deep clean around the sitting area | Clean supply shelves and area around it |
| Clean Corners and Cobwebs | Wash all the toothbrush holders etc | Clean windows and ledge | Clean bookshelves |  |
| Clean window and ledge | Clean and dust all shelves carefully | Put away stray items | Clean inside cabinets |  |
| Clean Shades | Wash the dustbins | Arrange the dressing table and the drawers | Change the Dining Linen- runner and mats- wash them |  |
| Wash the dustbins | Change all hand towels | Clean computer desk | Dust the bottoms of the chairs |  |
| Clean all water bottles |  | Rearrange the clothes cupboard (One cupboard per week) | Clean Fans |  |
|  |  |  | Clean outside floor mat |  |

Plants need to be watered at regular intervals and help with some additional plant-care chores as and when required

HOUSE-RULES

1. Be decently dressed and maintain personal cleanliness and hygiene
2. Wash hands before cooking, wash and clean vegetables, fish and meat properly before cooking
3. Always inform if there is anything not working or broken (e.g., kitchen appliances, dishes, lights, fan, etc)
4. Monitor the kitchen supplies and fridge stock and prepare shopping list as required. Some items we will order online or buy ourselves. Others you will have to buy from Fairprice or market nearby
5. Your food will be included as part of our household marketing bill. We will provide personal care products (toothpaste, soap, deodorant, shampoo & conditioner, feminine  sanitary products, etc) as part of the household marketing bill.  Please keep bills from shopping and handover to Ma’am after shopping and keep record of all expenses in a notebook
6. If a door is closed- please knock and check
7. Don’t allow any strangers in the house
8. No access to TV- but you can use home WIFI connection for internet
9. Be available on whatsapp and calls for instructions and communication during the day
10. Don’t talk on the phone while doing your work. You can take personal calls after work during your rest time.
11. For personal chores outside or personal visits- please go out only on your off day.
12. Eat your meals (breakfast, lunch, dinner) on time and rest well at night. Avoid talking on phone and staying up late night on weekdays which will affect your rest time and work the next day
13. Honesty is extremely important to us, do not lie to us
14. Do not borrow or remove our personal belongings (clothes, jewelry, etc) from the apartment without asking
15. If there are too many things for you to handle or you are uncomfortable in the house, do let us know and we will work it out with you.
16. Do talk to us when you are not feeling well, we will take you to see doctor. Your health is important to us.
17. Do share with us if you face any difficulty. If there is anything you are unsure or do not know how to do, do not be afraid to ask us first
18. Check clothes pocket before putting them into washing machine
19. Do not use metal instruments, in non-stick pots and pans as it can damage the coating of the pan. Use only wooden or silicon spatulas. Do not wash non-stick or cast iron pots and pans with steel wool- use only the soft sponge for cleaning them
20. You will have 4 offdays in the month and 3 public holidays- Good Friday, Christmas and New Year’s Eve. You have chosen Sunday as your off day.
21. Do not do any part-time job during your off-day. It is against the law in Singapore.