



## Thank Your Cleaner Day Checklist

- ☐ **Use this checklist to help plan Thank Your Cleaner Day™**
- ☐ Added the Thank Your Cleaner Day™ email footer logo to my email signature to help promote the day
- ☐ Received hard copies of the Thank Your Cleaner Day™ brochure to give out to clients and/or sent it over in pdf format
- ☐ Received Thank Your Cleaner Day™ Posters to give out to clients and to display
- ☐ Notified the number of Thank Your Cleaner Day™ lapel pins required for all staff
- ☐ Communicated to all staff about the day
- ☐ Communicated to all your clients about the day
- ☐ Organize with your clients how they will be celebrating the day
- ☐ Received the Thank Your Cleaner Day™ lapel pins
- ☐ Distributed the Thank Your Cleaner Day™ lapel pins to clients and/or staff
- ☐ Populated the Thank Your Cleaner Day™ TYCD letter for the cleaner from the client or given the cleaner names to the client to fill in the form
- ☐ Populated the Thank Your Cleaner Day™ TYCD letter to the cleaner from the employer and distributed
- ☐ Emailed links of the Thank Your Cleaner Day™ website to staff and clients