



Employee Training Manual: Fluffing Couch Pillows & Tidying the Living Area

Objective

To make the living room look polished, welcoming, and thoughtfully arranged by fluffing pillows, straightening cushions, folding throws, and ensuring all visual elements are clean, balanced, and inviting.



Materials Needed

- Clean, dry hands or gloves (optional)
- Lint roller (for pet hair or lint on upholstery)
- Disinfectant or upholstery spray (optional, if needed)
- Basket or storage bin (if client has for blankets or items)



Step-by-Step Instructions

Fluff Each Pillow

Grab each pillow with both hands and compress it inward repeatedly to redistribute the filling. Then karate-chop the top lightly to give it shape if stylistically appropriate.

Straighten Pillows on Couch

Place pillows evenly along the couch, angled neatly in corners or centered if styled that way. Match spacing and height between multiple cushions.

Adjust Couch Cushions

Push in or realign seat and back cushions to close gaps and give the couch a symmetrical, even appearance.

Fold or Drape Throws

If a throw blanket is used, fold it neatly and drape it over the back or arm of the couch. Alternatively, place it in a blanket basket if one is provided.

Remove Hair, Lint or Debris

Use a lint roller or cloth to remove pet hair, lint, or fuzz from pillows, upholstery, or blankets.



Tidy Around Couch Area

Straighten coffee table items, magazines, remotes, and place them in their designated spots. Push in chairs or ottomans neatly.

✨ Pro Tip to Elevate the Experience

Use symmetry when styling pillows—odd numbers for casual, even numbers for formal looks. Always step back and view from the entrance to see the full effect.

✅ Quality Checklist

- Pillows are fluffed and arranged neatly
- Couch cushions aligned and clean
- Throw blankets folded or placed thoughtfully
- No visible lint, hair, or debris on furniture
- Living room appears balanced and guest-ready





Employee Training Manual: Dusting Surfaces in Living Rooms & Common Areas

Objective

To thoroughly and gently dust all surfaces in living rooms and shared areas, removing dirt, hair, and buildup while preserving décor and preventing allergens from spreading.



Materials Needed

- Microfiber cloths (dry and damp)
- Feather or lambswool duster
- Dusting spray (optional, for wood surfaces)
- Detail brush or soft toothbrush
- Step stool (for tall furniture or frames)
- Gloves (optional)



Step-by-Step Instructions

Start High

Begin dusting from top surfaces like shelves, ledges, and the tops of cabinets or frames. Use a dry duster or cloth and work your way down.

Use Gentle Tools

Feather or lambswool dusters are ideal for delicate or decorative items. Always lift and dust under picture frames, décor, or electronics.

Wipe Flat Surfaces

Use a dry or lightly damp microfiber cloth to wipe down tables, entertainment centers, mantels, window sills, and ledges.

Use Detail Brush for Crevices

Use a small soft-bristled brush or dry toothbrush to remove dust from carvings, trim, vents, or gaps between electronics.

Dust Around Electronics

Carefully dust TV stands, remotes, and cords. Do not spray cleaner near electronics—use a dry cloth only.



Finish with a Floor Edge Check

Dust baseboards and the tops of furniture legs. Use a damp cloth if buildup is visible or sticky.

✨ Pro Tip to Elevate the Experience

Always carry two cloths—one dry, one slightly damp. Switch between them depending on the surface and avoid dragging dust across furniture.

✅ Quality Checklist

- All surfaces dust-free: shelves, tables, frames, sills
- No dust left on decorative items or electronics
- Trim and corners cleaned with attention to detail
- No dust or residue left on cloth or furniture surface
- Work started high and ended low (to avoid repeat dusting)

