

Appendix C: Daily, Weekly, and Monthly Service Checklists

These checklists are designed to help organize recurring service responsibilities into clear daily, weekly, and monthly routines.

They may be used as written, adapted to fit the household, or divided among multiple service periods. Not every item will apply to every relationship. Duties should reflect Mistress's actual needs, the submissive's abilities, the household environment, and the agreements established between them.

The purpose of a checklist is to support consistency.

It should reduce forgotten duties, clarify expectations, and make reporting easier. It should not create unnecessary work or require tasks to be performed when they are not needed.

Mistress and the submissive should review these checklists regularly and remove, add, or reschedule duties when circumstances change.

Basic Information

Mistress's name or chosen title:

Submissive's name:

Date checklist begins:

Current service schedule:

Primary reporting method:

Location where completed checklists are stored:

Next scheduled review:

Daily Service Checklist

Date:

Day:

Service period begins:

Service period ends:

Daily Priorities

1.

2.

3.

Household Duties

- | | |
|--|---|
| ■ Make or straighten the bed | ■ Open or close curtains according to preference |
| ■ Adjust lighting, temperature, or household environment | ■ Collect dishes, glasses, and food containers |
| ■ Wash dishes or load the dishwasher | ■ Empty or clean the kitchen sink |
| ■ Wipe kitchen counters and preparation surfaces | ■ Clean the stovetop after use |
| ■ Check the refrigerator for spills or spoiled food | ■ Sweep or spot-clean floors as needed |
| ■ Straighten the living room or shared spaces | ■ Refresh the bathroom |
| ■ Replace used towels as needed | ■ Check toilet paper, soap, and bathroom supplies |
| ■ Collect and sort laundry | ■ Empty trash or recycling when needed |
| ■ Clean pet feeding areas | ■ Refresh pet food and water |
| ■ Clean litter boxes or other pet areas | ■ Check doors, windows, locks, and security |
| ■ Prepare the household for the evening | ■ Other: _____ |
| ■ Other: _____ | |

Household Notes

Personal Service

- | | |
|--|---|
| ■ Prepare Mistress's preferred morning beverage | ■ Prepare or serve breakfast if requested |
| ■ Confirm clothing or outfit needs | ■ Prepare clothing, shoes, jewelry, or accessories |
| ■ Check clothing for wrinkles, stains, or needed repairs | ■ Prepare medication, hydration, or health-related supplies as agreed |
| ■ Confirm transportation or travel needs | ■ Carry or prepare Mistress's belongings |
| ■ Prepare lunch or snacks | ■ Refill water or preferred beverages |
| ■ Offer a scheduled beverage or comfort check | ■ Prepare dinner or assist with meal service |
| ■ Set the table or serving area | ■ Clear dishes after meals |
| ■ Prepare evening clothing or comfort items | ■ Charge phone, tablet, or other approved devices |
| ■ Prepare bedside water or other requested items | ■ Complete greeting ritual |
| ■ Complete departure ritual | ■ Complete bedtime ritual |
| ■ Other: _____ | ■ Other: _____ |

Personal Service Notes

Administrative Support

- Review today's calendar
- Check travel time and weather-related concerns
- Provide scheduled reminders
- Check approved messages or communications
- Update task list
- Confirm deliveries or service appointments
- Other: _____
- Confirm appointment times and locations
- Prepare documents or items needed for appointments
- Record schedule changes
- Report urgent messages
- Record purchases or expenses
- File receipts
- Review tomorrow's schedule
- Prepare tomorrow's priority list
- Other: _____

Administrative Notes

Supplies and Maintenance

- Check drinking water supply
- Check food staples
- Check cleaning products
- Check medication or approved health supplies
- Check household equipment for problems
- Replace empty or low supplies
- Other: _____
- Check preferred beverages
- Check toiletries
- Check laundry products
- Check pet supplies
- Report damage, leaks, unusual sounds, or safety concerns
- Add needed items to the shopping list

Items Running Low

Repairs or Maintenance Needed

Communication Check-In

Morning Check-In

Time completed:

- Greeted Mistress according to protocol
- Confirmed today's priorities
- Reported schedule conflicts
- Reported health or capacity concerns
- Asked necessary clarification questions

Midday Check-In

Time completed:

- Reported completed duties
- Reported delays or problems
- Confirmed schedule changes
- Requested approval where needed
- Confirmed remaining priorities

Evening Check-In

Time completed:

- Reported completed duties
- Identified unfinished duties
- Explained delays or changes
- Reported purchases or expenses
- Reported supply concerns
- Reported maintenance or safety issues
- Confirmed tomorrow's schedule
- Received additional instructions

Mistress's Additional Instructions

Daily Completion Review

Were all priority duties completed?

☐ Yes

☐ No

☐ Partially

Duties Not Completed

Follow-Up Required

Mistakes or Problems to Correct

What Worked Well Today?

Mistress's Acknowledgment or Notes

Reason

☐ Schedule change

☐ Illness or disability

☐ Emergency

☐ Missing supplies

☐ Awaiting approval

☐ Task no longer needed

☐ Forgot

☐ Other: _____

Daily Report Submitted

☐ Yes

☐ No

☐ Not required

Time submitted:

Weekly Service Checklist

Week beginning:

Week ending:

Weekly review date:

Weekly Priorities

1.

2.

3.

4.

5.

Household Duties

- Deep-clean bathrooms
- Clean mirrors
- Change bedding
- Vacuum carpets and rugs
- Dust furniture and surfaces
- Clean kitchen appliances
- Check refrigerator for expired food
- Wash trash containers as needed
- Clean entryways, porch, or exterior areas
- Organize one assigned area
- Other: _____
- Scrub sinks, showers, and tubs
- Replace bathroom towels
- Wash bedding
- Mop hard floors
- Clean beneath movable items
- Wipe cabinet fronts
- Clean refrigerator shelves as needed
- Clean microwave
- Clean stovetop and oven surface
- Deep-clean litter boxes or pet spaces
- Water approved plants
- Other: _____

Household Areas Requiring Extra Attention

Laundry and Clothing Care

- | | |
|---|--|
| ■ Wash Mistress's clothing according to care instructions | ■ Fold clothing according to preference |
| ■ Wash bedding | ■ Return clothing to correct storage areas |
| ■ Hang clothing according to preference | ■ Iron or steam approved garments |
| ■ Check for stains | ■ Check for loose buttons, hems, or damage |
| ■ Prepare garments for dry cleaning | ■ Complete approved minor repairs |
| ■ Organize clothing for the upcoming week | ■ Polish or clean shoes |
| ■ Other: _____ | ■ Prepare outfits for scheduled events |
| ■ Wash towels | |

Clothing Requiring Special Attention

Personal Service

- Review Mistress's preferred meals for the week
- Prepare snacks or beverages in advance
- Check comfort supplies
- Prepare for scheduled formal service
- Other: _____
- Prepare meal plan
- Prepare grocery list
- Refill regularly used containers
- Review clothing needs for appointments or events
- Prepare bags, documents, or travel items
- Refresh bedside, office, or personal-use areas
- Review ritual or protocol needs for the week

Personal Service Notes

Administrative Support

- Review the upcoming week's calendar
- Confirm event locations
- Add travel and preparation time
- Prepare appointment documents
- Organize receipts
- Review approved messages requiring follow-up
- Confirm maintenance appointments
- Other: _____
- Confirm appointments
- Confirm transportation
- Check deadlines
- Review recurring bills
- Update household records
- Confirm deliveries
- Prepare weekly task list
- Prepare weekly schedule summary for Mistress

Upcoming Appointments or Deadlines

Supplies and Maintenance

- Check pantry inventory
- Check beverage supply
- Check paper products
- Check pet food and supplies
- Check first-aid supplies
- Test frequently used equipment
- Update shopping list
- Other: _____
- Check refrigerator and freezer inventory
- Check toiletries
- Check cleaning products
- Check laundry products
- Check medication or approved health supplies
- Check batteries and flashlights
- Check vehicle supplies if applicable
- Inspect household for damage or maintenance needs
- Place approved supply orders

Supplies to Purchase

Maintenance to Schedule

Communication Check-In

Weekly Service Report Completed

☐ Yes

☐ No

☐ Not required

Date submitted:

Report Includes

☐ Completed responsibilities

☐ Incomplete responsibilities

☐ Repeated difficulties

☐ Mistakes corrected

☐ Supplies purchased

☐ Expenses recorded

☐ Maintenance concerns

☐ Schedule conflicts

☐ Health or capacity changes

☐ Requested changes to routine

Questions for Mistress

New Instructions Received

Which duties were completed reliably?

Which duties required reminders?

Which duties were delayed or missed?

Is any duty creating unnecessary work?

Does any responsibility need to be changed?

Weekly Review

Were mistakes corrected?

☐ Yes ☐ No ☐ Partially ☐ No mistakes occurred

Is resentment, stress, or overload developing?

☐ No ☐ Possibly ☐ Yes ☐ Needs discussion

Are limits being respected?

☐ Yes ☐ No ☐ Needs discussion

Are both people still consenting to the current routine?

☐ Yes ☐ No ☐ Changes requested

Mistress's Weekly Notes

Submissive's Weekly Notes

Monthly Service Checklist

Month:

Year:

Monthly review date:

Monthly Priorities

1.

2.

3.

4.

5.

Household Duties

- Deep-clean refrigerator
- Review pantry contents
- Clean baseboards
- Vacuum upholstery
- Deep-clean appliances
- Rotate seasonal household items
- Clean outdoor or porch areas
- Other: _____
- Review freezer contents
- Discard expired items with approval

- Clean inside cabinets or drawers
- Clean windows and tracks
- Dust ceiling fans and vents
- Clean beneath furniture where accessible
- Organize closets
- Organize storage areas
- Inspect linens and towels
- Inspect guest spaces
- Review household safety concerns
- Other: _____

Household Projects for This Month

Personal Service

- | | |
|--|--|
| ■ Review Mistress's current food preferences | ■ Review beverage preferences |
| ■ Review personal-care preferences | ■ Review clothing and fabric-care instructions |
| ■ Review upcoming events and clothing needs | ■ Inspect shoes, bags, and accessories |
| ■ Update travel or overnight packing lists | ■ Review items requiring repair or replacement |
| ■ Review accessibility or health-related adaptations | ■ Review ritual and protocol preferences |
| ■ Other: _____ | ■ Update Mistress Preference Record |

Changes in Mistress's Preferences

Administrative Support

- Review the next month's calendar
- Review recurring deadlines
- Organize monthly receipts
- Update contact information
- Prepare upcoming travel information
- Other: _____
- Confirm major appointments
- Review subscriptions
- Review household bills
- Prepare expense summary if required
- Review warranties or service agreements
- Review emergency contacts
- Review household documents
- Archive completed records
- Review annual dates and anniversaries

Important Dates Next Month

Supplies and Maintenance

- Complete full household inventory
- Review cleaning supplies
- Review first-aid supplies
- Check smoke detectors
- Check plumbing for leaks
- Schedule preventive maintenance
- Other: _____
- Review bulk food supplies
- Review emergency food and water
- Review toiletries
- Review laundry supplies
- Review pet supplies
- Review flashlights and batteries
- Review emergency chargers
- Check fire extinguishers
- Check air filters
- Check doors, locks, and windows
- Check household equipment
- Review replacement needs

Supplies to Restock

Equipment or Items to Replace

Repairs Required

Monthly Communication Review

Review Completed

☐ Yes

☐ No

☐ Rescheduled

Date completed:

Mistress and Submissive Discussed

- ☐ Service reliability
- ☐ Household standards
- ☐ Personal-service quality
- ☐ Administrative support
- ☐ Supplies and maintenance
- ☐ Reporting systems
- ☐ Repeated reminders
- ☐ Corrected mistakes

- ☐ Physical and emotional limits
- ☐ Privacy requirements
- ☐ Financial boundaries
- ☐ Ritual and protocol
- ☐ Resentment or emotional strain
- ☐ Changes in consent
- ☐ Schedule changes
- ☐ Training needs

What Is Working Well?

What Is Not Working?

Duties to Continue Without Change

Duties to Modify

Duties to Remove

Duties to Add

Training or Support Needed

Changes in Health, Work, Family, or Environment

Revised Instructions

Next Month's Focus

Flexible or Rotating Service Duties

Some duties may not need to be performed on a fixed daily, weekly, or monthly schedule. Use this section for rotating tasks, seasonal needs, or duties assigned only when required.

Duty	Frequency	Preferred Day or Date	Completion Standard

Special Event Checklist

Event:

Date:

Location:

Expected guests or participants:

Before the Event

- Confirm date, time, and location
- Prepare Mistress's clothing
- Confirm transportation
- Prepare food or beverages
- Prepare guest spaces
- Review public protocol
- Other: _____
- Confirm dress requirements
- Prepare accessories and shoes
- Prepare documents or tickets
- Clean required household areas
- Confirm privacy requirements
- Prepare emergency or health supplies

During the Event

- Remain available as instructed
- Monitor timing
- Carry required items
- Offer approved refreshments
- Maintain public protocol
- Protect private information
- Report problems discreetly
- Other: _____

After the Event

- Secure belongings
- Store clothing properly
- Clean or prepare garments for laundering
- Store documents or receipts
- Record expenses
- Reset household spaces
- Provide Mistress with preferred comfort items
- Complete event report if required
- Other: _____

Event Notes

Illness, Disability, or Low-Capacity Checklist

This checklist may be used when ordinary service cannot be maintained safely.

Date activated:

Expected duration:

Essential Duties Only

- Medication or health-related support as agreed
- Hydration
- Food preparation
- Pet care
- Basic dishes
- Trash removal
- Essential laundry
- Appointment communication
- Household safety
- Emergency supplies
- Other: _____

Duties Temporarily Reduced or Suspended

Communication Plan

- | | |
|--------------------------|---------------------|
| ■ Morning check-in | ■ Written update |
| ■ Evening check-in | ■ Reduced reporting |
| ■ Emergency contact only | ■ Other: _____ |

Assistance Needed From Others

Date Normal Service Will Be Reviewed

Emergency Service Checklist

In an emergency, health and safety take priority over routine, protocol, and ordinary permission requirements.

Date:

Type of emergency:

Immediate Actions

- Contact emergency services
- Leave unsafe location
- Provide first aid within training
- Contact Mistress
- Contact designated emergency person
- Secure pets
- Retrieve medication
- Retrieve emergency documents
- Turn off utilities if safe and necessary
- Bring emergency supplies
- Arrange transportation
- Other: _____

Important Information Reported

- Location
- Nature of emergency
- Injuries or symptoms
- Actions already taken
- Assistance needed
- Estimated destination or return time

Follow-Up

- Medical care arranged
- Property management contacted
- Insurance contacted
- Repairs requested
- Supplies replaced
- Routine duties suspended
- Emergency reviewed afterward

Emergency Notes

Review Date Record

Use this record to track regular checklist reviews and major changes.

Review Date	Daily Checklist Updated	Weekly Checklist Updated	Monthly Checklist Updated	Next Review
	■	■	■	
	■	■	■	
	■	■	■	
	■	■	■	
	■	■	■	
	■	■	■	
	■	■	■	
	■	■	■	

Checklist Revision Record

Date	Duty Changed	Change Made	Reason	Approved By Mistress

Quick Reference

Daily Nonnegotiable Duties

1.

2.

3.

4.

5.

Weekly Nonnegotiable Duties

1.

2.

3.

4.

5.

Monthly Nonnegotiable Duties

1.

2.

3.

4.

5.

Duties Requiring Prior Approval

1.

2.

3.

4.

Problems Requiring Immediate Reporting

1.

2.

3.

4.

Current Reporting Schedule

Daily report:

Weekly report:

Monthly review:

Emergency contact procedure:

Acknowledgment

These checklists reflect the current service arrangement and may be revised when Mistress's needs, the submissive's capacity, or household circumstances change.

Completion of a checklist does not remove the need for judgment. The submissive should not perform a task that is unsafe, illegal, unnecessary, or contrary to updated instructions simply because it appears on the list.

Mistress and the submissive agree to review the checklists regularly and communicate when duties are unclear, impractical, or no longer useful.

Mistress:

Signature:

Date:

Submissive:

Signature:

Date:

Next review date:
