

# CLEANING CHECKLISTS

## ENTRY

- Replace/clean door mat
- Dust light fixtures

## COAT CLOSET

- Empty, dust, and clean walls, trim, and shelves
- Sweep/vacuum
- Clean baseboards
- Donate unneeded items

## DINING ROOM

- Launder curtains
- Dust blinds
- Dust/polish furnishings and shelves
- Dust décor (displayed dishes, etc.)
- Replace seasonal linens
- Clean window sills and glass
- Wash doors, walls, and baseboards
- Wipe light switches and outlet covers
- Vacuum vents and fan blades
- Sweep and mop/vacuum floors

## LIVING ROOM

- Dust all décor and surfaces
- Clean windowsills and glass
- Dust and clean lampshades
- Vacuum under sofa cushions
- Launder all throw pillows and blankets
- Dust blinds and launder curtains
- Dust electronics and organize cords
- Sort and donate unneeded magazines, books, board games, DVDs, etc.
- Give all electronics and game consoles a solid reboot
- Wash doors, walls, and baseboards
- Sanitize children's toys in hot soapy water
- Donate unused toys
- Vacuum vents and fan blades
- Sweep and mop/vacuum floors

## COMPUTER

- Back up to an external hard drive
- Organize pictures into events and year
- Update virus protection
- Remove unnecessary files and empty trash
- Run cleanup program to scour your system
- Clean miscellaneous items such as bookmarks, unneeded downloads, temporary software, etc.
- Run any software updates you've put off
- Give computer, wireless router, printer, copy machines, anything electronic, a solid reboot by shutting down for no less than ten seconds
- Remove dust, crumbs, and miscellaneous debris with compressed air
- Wipe down exterior with microfiber cloth

## KITCHEN

- Clean windowsills and glass
- Dust light fixtures
- Scrub backsplash
- Remove cookbooks and any sedentary items from shelves, clean, and return
- Soak hot water/vinegar in coffee pot
- Clean microwave
- Wipe down all appliances
- Clean sink/hardware/and disposal
- Wash doors, walls, and baseboards
- Wipe light switches and outlet covers
- Sweep and mop/vacuum floors
- Clean Cabinets
  - Scrub faces and hardware
  - One shelf/drawer at a time, remove items, wipe space down, and return
- Clean stove
  - Remove drip bowls
  - Scrub top, remove and wipe knobs
  - Clean oven
- Clean Refrigerator
  - Wipe down exterior, top to bottom
  - Remove everything, wipe down
  - Throw out expired goods
  - Organize like items into bins
  - Vacuum underneath
  - Dust and clean top
- Clean pantry
  - Remove everything, wipe down
  - Discard any expired goods
  - Return items neatly and organized

## BEDROOMS

- Dust and polish furnishings
- Remove items one drawer at a time, sort, donate unneeded items, and return existing items neatly and organized
- Remove items from closet
- Go through your closet with a goal of donating a set amount of clothing
- Tidy and organize shoes
- Replace scent fresheners
- Return remaining clothes
- Launder bedding and curtains
- Wash pillows, protectors, and comforter
- Dust shelves and décor
- Remove items from under bed, organize, and return necessary items neatly
- Dust light fixtures
- Wash doors, walls, and baseboards
- Wipe light switches and outlet covers
- Vacuum vents and fan blades
- Sweep and mop/vacuum floors

## OFFICE

- Discard any old clippings, junk mail, etc.
- Grab a pad of paper, all of your pens, and get doodling – if a pen doesn't work within the first three swirls, discard it
- Organize loose paperwork into files and scan
- Throw out expired coupons
- Dust bookshelves and décor
- Dust printer, computer, desk phone, etc.
- Remove all unnecessary items from desk
- Wash doors, walls, and baseboards
- Wipe light switches and outlet covers
- Clean window sills and glass
- Vacuum vents and fan blades
- Sweep and mop/vacuum floors

## LINEN/MEDICINE CLOSET

- Remove everything
- Dust and wash all shelves and drawers
- Fold all linens nicely, rewash if necessary
- Organize miscellaneous items with fitting baskets
- Discard expired medications
- Make note of needed medications, bandages, and supplies for your next trip to the drug store

## LAUNDRY ROOM

- Remove all cleaners, tools, etc. from shelves, wipe down, and replace neatly
- Clean sink and drains if applicable
- Wipe down exterior of washer and dryer
- Clean washing machine (interior)
- Clean lint trap with hot water and vinegar
- Wash doors, walls, and baseboards
- Wipe light switches and outlet covers
- Remove ceiling vents and vacuum
- Sweep and mop/vacuum floors
- Organize supplies with hooks and hangers

## BATHROOMS

- Remove all items from cabinets and drawers, wash inside thoroughly
- Discard expired medications and materials
- Dust mirror, light fixtures, and cabinets
- Clean tub and shower tiles
- Shine all hardware (sink, toilet, and shower)
- Clean sink and drain
- Clean toilet inside and out, top to bottom
- Clean window sills and glass
- Wash doors, walls, and baseboards
- Wipe light switches and outlet covers
- Vacuum vents and fan blades
- Sweep and mop/vacuum floors

## PETS

- Wash bedding
- Soak and wash plush toys in hot water
- Sanitize hard plastic toys
- Empty and clean cages, crates, kennels, aquariums, etc. wherever applicable
- Wash water and food dishes
- Clean eating area thoroughly
- Remove litter box, pee pad base, etc., wash area thoroughly, and return
- Gather all pet information and organize in a binder
- Check to see that all annual appointments are on track and ready for the year

# CLEANING TRACKER

WEEK 1			WEEK 2			WEEK 3		
MONDAY			MONDAY			MONDAY		
Tasks:			Tasks:			Tasks:		
TUESDAY			TUESDAY			TUESDAY		
Tasks:			Tasks:			Tasks:		
WEDNESDAY			WEDNESDAY			WEDNESDAY		
Tasks:			Tasks:			Tasks:		
THURSDAY			THURSDAY			THURSDAY		
Tasks:			Tasks:			Tasks:		
FRIDAY			FRIDAY			FRIDAY		
Tasks:			Tasks:			Tasks:		
SATURDAY			SATURDAY			SATURDAY		
Tasks:			Tasks:			Tasks:		
SUNDAY			SUNDAY			SUNDAY		
Tasks:			Tasks:			Tasks:		