



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 laundry 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

SPRING CLEANING TRACKER

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