ENTRYWAY

KITCHEN

The Basics:
☐ Open windows
☐ Dust light fixtures
☐ Wash blinds and window coverings
☐ Clean windows and window sills
☐ Wash walls, doors, trim and switch plates if needed. And door knobs too!
☐ Dust floor registers and other vent covers
☐ Sweep and wash floors
☐ Clean or replace welcome mat and entry mat
☐ Sweep porch
☐ Wash threshold
The Extras:
☐ Give your front door a fresh coat of paint.
☐ Tidy and declutter coat closets. Wash walls of closet if they are muddy/dirty.



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☐ Open windows
☐ Dust light fixtures
☐ Wash blinds and window coverings
☐ Clean windows and window sills
☐ Wash walls, doors, trim and switch plates if needed. And door knobs too!
☐ For each cabinet or drawer: remove items, wash drawer, place items back in neatly. Declutter as you go so that you have less to clean next time!
☐ Wipe down cabinet exteriors and appliance fronts
☐ Clean oven
☐ Clean stove top. Remove elements and drip bowls, if applicable, wash and put back
☐ Clean dishwasher
☐ Clean and organize fridge and freezer. Defrost freezer if necessary. Check food expiry dates.
☐ Tidy pantry. Check food expiry dates
☐ Clean under fridge and stove
☐ Vacuum refrigerator coils
☐ Clean small appliances, such as microwave, toaster, and stand mixer
☐ Descale kettle and coffee pot with vinegar
☐ Wipe down counters
☐ Shine sink and faucet
☐ Dust floor registers and other vent covers
☐ Sweep and wash floors
The Extras:
☐ Wash and sanitize cutting boards
☐ Sharpen knives

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BATHROOMS

BEDROOMS

The Basics:	The Basics:
☐ Open windows	☐ Open windows
☐ Dust light fixtures	☐ Dust light fixtures and ceiling fans
☐ Wash blinds and window coverings.	☐ Dust furnishings and art
☐ Clean windows and window sills.	lue Launder bedding, bed skirts, and curtains.
☐ Shine mirror	☐Wash pillows and duvets in hot water.
☐ Wash walls, doors, trim and switch plates if needed. And door knobs too!	$\hfill \square$ Air out mattress pads or area rugs if you have them.
☐ Wash exterior of cabinets and vanities	☐ Move bed, sweep under it. Sort and put away anything that was under the bed.
☐ Clean sink, tub or shower, and toilet. Shine faucets.	☐ Clean windows and window sills.
☐ Dust floor registers and other vent covers	☐ Wash walls, doors, trim and switch plates if needed. And door knobs too!
☐ Sweep and wash floors	
	☐ Dust floor registers and other vent covers
The Extras:	☐ Sweep and wash floors or vacuum carpets
☐ Empty cabinets and vanity. Wash inside, replace items neatly. Discard expired medications and cosmetics.	The Extras:
☐ Remove seat from toilet to clean around the se at bolts.	☐ Declutter and clean dressers and closets. Donate items you no longer wear.
☐ Remove window screens and wash the dust off them outdoors with a garden hose.	☐ Freshen mattress by sprinkling with baking soda, letting it sit briefly, and then vacuuming it up. (for an extra treat, add a few drops of lavender to the baking soda first!)
☐ Clean and reseal grout if necessary	g ,
☐ Declutter linen closets	☐ Remove window screens and wash the dust off outdoors with a garden hose.
	
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HOME OFFICE

The Basics: Open windows ■ Dust light fixtures ☐ Wash blinds and window coverings ☐ Clean windows and window sills ☐ Wash walls, doors, trim and switch plates if needed. And door knobs too! ☐ Sort loose papers and clear work surfaces of ☐ Dust electronics and clean computer screen ■ Dust surfaces ☐ Dust floor registers and other vent covers ☐ Sweep and wash floors or vacuum carpet The Extras: $\hfill \square$ Back up family photos and important files if you haven't done so recently. ☐ Organize any drawers and cabinets that need it ☐ Tidy electronics wires. Tuck nicely out of sight. Label them, if practical.

LAUNDRY ROOM

The Basics:
☐ Open windows
☐ Dust light fixtures
☐ Wash blinds and window coverings
☐ Clean windows and window sills
☐ Wash walls, doors, trim and switch plates if needed. And door knobs too!
☐ Wash cabinet doors
☐ Wash inside cabinets
☐ Wash Laundry sink. Shine faucet.
$oldsymbol{\square}$ Wipe down exterior of washer and dryer
☐ Wash inside of washing machine
☐Wash lint trap with soap and water to remove filmy build-ups. Let air dry thoroughly before putting back in place.
lue Dust floor registers and other vent covers
☐ Sweep and wash floors
The Extras:



DINING SPACE

The Basics: Open windows ☐ Dust light fixtures and ceiling fans ■ Wash curtains ☐ Wipe down table and chairs. Polish table, if applicable. ☐ Wipe down or dust other furnishings. ☐ Dust any displayed china or serving dishes ☐ Dust art or wall hangings ☐ Wash chair pads, if applicable. ☐ Clean windows and window sills. ☐ Wash walls, doors, trim and switch plates if needed. And door knobs too! ☐ Dust floor registers and other vent covers ☐ Sweep and wash floors The Extras: ☐ Shine silverware ☐ Put a vase of fresh flowers on the table to welcome spring!



LIVING ROOM

The Basics:
☐ Open windows
☐ Clean windows and window sills.
☐ Wash blinds and window coverings.
☐ Dust light fixtures and vacuum lampshades
☐ Dust shelves, furniture, and décor
☐ Clean television screen
☐ Dust electronics
Vacuum and spot clean upholstery.
☐ Launder throw pillows and blankets
☐ Wash children's toys with a damp rag. Launder stuffed toys. Donate or store toys that your children have grown too old for.
☐ Wash walls, doors, trim and switch plates if needed. And door knobs too!
☐ Dust floor registers and other vent covers
☐ Sweep and wash floors or vacuum carpets
The Extras:
☐ Tidy electronics wires. Tuck nicely out of sight. Label them, if practical.
☐ Sort through music and DVD collections. Purge things that no longer suit your family's interests.
\square Sort books and magazines. Donate or recycle ones that no longer suit your family's interests.

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"Have nothing in your home that you do not know to be useful or believe to be beautiful."

~William Morris