

CLEANING

checklist



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DAILY

- Make your bed
- Wipe down bathroom counters after getting washed up morning and night
- Empty/load dishwasher
- Take out trash
- Do a nighttime sweep to put toys, loose papers, and other stray objects in their place
- Wipe down counters, table, and sink

WEEKLY

- Dust all hard surfaces
- Vacuum and/or mop floors
- Wipe down appliances
- Wipe down and disinfect countertops
- Wipe down mirrors
- Scrub and disinfect the kitchen sink
- Scrub and disinfect toilets
- Clean and scrub showers and tubs
- Change and launder sheets and towels
- Toss any food that has expired

MONTHLY

- Vacuum upholstery
- Wipe out and disinfect wastebaskets
- Wipe down and disinfect doorknobs, light switches, and TV remotes
- Dust ceiling fans and vents
- Dust moldings
- Scrub stovetop, including burner grates
- Wipe down kitchen cabinets
- Clean and deodorize the microwave (heat a mug of water with a lemon wedge, then wipe down)

EVERY 3 TO 6 MONTHS

- Launder or hand-wash curtains
- Vacuum mattress (every three months) and flip or rotate 180 degrees (every six months)
- Clean and condition leather and wood furniture
- Clean blinds
- Vacuum drapes and fabric shades
- Dust lampshades
- Wipe down baseboards
- Shake out rugs
- Scrub grout
- Wash windows inside and out
- Clean and degrease the stove hood
- Polish stainless steel appliances
- Clean refrigerator and freezer interiors
- Clean and descale coffee maker

EVERY 6 TO 12 MONTHS

- Clean oven interior
- Wash or dry clean slipcovers
- Wash or dry clean pillows
- Wash or dry clean comforters
- Empty and clean cabinet and pantry shelves
- Vacuum or dust refrigerator condenser coil
- Wash and dry stove hood filter

EVERY YEAR OR SO

- Have rugs professionally cleaned
- Pull out large appliances and furniture to clean behind and underneath
- Wipe down walls
- Wash window screens
- Clean dryer duct
- Have upholstery and drapes professionally cleaned (every two years)
- Have gutters professionally cleaned



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