

# Cleaning for Company (public)

By Rachel

- ☐ Kitchen
  - ☐ Wash/replace dishtowel
  - ☐ Clean soap dish/soap
  - ☐ Organize/put away items in cabinets/shelves
  - ☐ Vacuum and/or wipe floors
  - ☐ Wipe cabinet fronts
  - ☐ Wipe front of appliances
  - ☐ Water/care for plants
- ☐ Bathroom
  - ☐ wipe mirror
  - ☐ clean toothbrush area
  - ☐ clean up soap holder refill soap if needed
  - ☐ wipe counter
  - ☐ wipe down tub
  - ☐ shake out & vacuum rugs
  - ☐ sweep & scrub floor
  - ☐ replace towels add a guest towel or two if necessary
  - ☐ put away misc items anything that is left out and shouldn't be should go to its place
  - ☐ scrub toilet
  - ☐ put in extra roll of TP
- ☐ Hallway
  - ☐ Straighten up books in bookshelves
  - ☐ Hang up coats
  - ☐ vacuum and wipe floor
  - ☐ Organize shoes
- ☐ Living room
  - ☐ clean off coffee table
  - ☐ put away random items
  - ☐ wipe off coffee table
  - ☐ Clear off dining table
  - ☐ clean windowsills and windows

- ☐ dust TV & shelves
- ☐ VACUUM
- ☐ puff up couch and pillows
- ☐ Bedroom
  - ☐ Fold/put away clean clothes
  - ☐ Gather dirty laundry if there is enough for a full load, do laundry
  - ☐ put away items from windowsills
  - ☐ Clean off top of dressers
  - ☐ dust shelves off
  - ☐ Clean top of desk
  - ☐ change sheets
  - ☐ Make bed
  - ☐ vacuum
  - ☐ wipe wooden floor clean