Housekeeping Checklist
By Fae Fisher

- ☐ **Daily Chores**
  - ☐ **Dishes** Don't let these stack up. Fill a sink with hot soapy water, and let pots and pans soak while you eat - then load the dishwasher right after the meal.
  - ☐ **Laundry** Do small loads two or three times a day to stay on top of things. Small loads make it easier to put away as you go, and decrease wear and tear on your washer and dryer!
  - ☐ **Kitchen** Wipe down counters daily and put away any items causing clutter.
  - ☐ **Bath** Wipe down the sink and toilet with disposable cleaning cloths daily.
  - ☐ **Tidy** Do a walk-through of the house before bed, picking up any items left out.
  - ☐ **Floors** High traffic areas may need vacuuming or sweeping every day or every other day.
- ☐ **Weekly Chores**
  - ☐ **Refrigerator** Check contents, discard any outdated items. Wipe shelves down with a damp cloth and attend to any spills.
  - ☐ **Sink** Scour thoroughly and clean spray nozzle and faucet with de-liming solution if needed.
  - ☐ **Bath** Scrub out bathtub, clean toilet thoroughly, and mop floor.
  - ☐ **Dusting** Dust entire house, and wipe down windowsills.
  - ☐ **Floors** Vacuum the entire house after dusting; sweep and mop floors
  - ☐ **Laundry** Catch up on extra laundry and do your ironing.
  - ☐ **Linens** Change sheets and pillowcases on al beds in use.
- ☐ **Monthly Chores**
  - ☐ **Lights** Dust light and ceiling fan fixtures and replace any burnt out bulbs.
  - ☐ **Rugs** Shake or wash as needed.
  - ☐ **Windows** Wash windows inside and out, clean curtains or blinds.
  - ☐ **Appliances** Clean all appliances, including removing lint from washer/dryer, wiping down the stove and microwave, cleaning the oven and scrubbing out the refrigerator.
  - ☐ **HVAC** Check and change air conditioning unit or furnace filters if necessary.
  - ☐ **Water filter** Check and exchange if needed.
- ☐ **Seasonal Chores**
  - ☐ **Spring** Arrange to have carpets and drapes professionally cleaned
  - ☐ **Summer** Employ a lawn service to keep your yard looking its best.
  - ☐ **Fall** Organize garage and/or tool-shed.
  - ☐ **Winter** Completely clean house - discard or donate unused items.