

Checklist for Housekeeping

By Fae Fisher

- Creating Cleaning Schedule
 - Divide your cleaning tasks into groups: daily, weekly, monthly, and seasonal.
 - Go through each room of your house and write down the things that you need to get done.
 - Label each tasks with one of the group.
 - Spend no more than 5 minutes in each room.
 - Think about what days it makes sense to do which tasks.
 - Set aside Saturdays to do monthly tasks.
- Housekeeping Session
 - Have comfy clothes.
 - Take your iPod with some good music or audiobooks.
 - Always keep one bag handy for trash.
- General Rules
 - Always use the proper tools when housekeeping.
 - Never mix chemicals.
 - Bleach must not be used on the floors or carpets - it does not clean.
 - Vacuum or sweep the corners of rooms before cleaning - it will eliminate crud buildup
 - Never spray with liquid solution or get liquid into the sockets.
 - Don't store cleaning supplies in low cupboards where there is no childproof lock.
 - Sisinfectant buckets & spray bleach bottles stay out of children's reach at all times.