

# 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.