# Cleaning Checklist 

By Michelle.Tako

$\square$ Kitchen
$\square$ Rinse dishes and place in dishwasher Rinsing dishes right after use makes it easy to remove food.
$\square$ Wipe down kitchen counters Move appliances to remove dust or crumbs from behind them.
$\square$ Wipe out kitchen sink Run garbage disposal to clean it out.
$\square$ Clean away any spills from counters, stove top or microwave Always wipe up spills as soon as they happen.
$\square$ Wipe any spills or large spots from the floor This will reduce the need for a full mop job to once per week.
$\square$ Throw away any expired food Check your refrigerator daily and use up leftovers before they spoil.
$\square$ Plan dinner Take food out of the freezer that will need time to thaw.
$\square$ Take out trash and recycling.
$\square$ Bathroom
$\square$ Hang towels neatly on towel rack This will allow them to dry and keep them fresh longer.
$\square$ Wipe out bathroom sink Rinse sink right away after brushing teeth.
$\square$ Wipe any obvious water or spots off the mirrors.
$\square$ Spray shower after last use Hang an automatic shower sprayer or use a hand-held spray to keep soap scum from building up on shower walls.
$\square$ Wipe off bathroom counters Avoid clutter on your counters. Put everything away after use.
$\square$ Check stock of toilet paper Replace empty rolls.
$\square$ Empty bathroom trash Keep your bathroom waste basket lined with a small bag to make it convenient to empty.
$\square$ Floors
$\square$ Sweep hard floors with broom or dust mop Pay attention to corners and edges.
$\square$ Pick up string, leaves or large objects from carpet Vacuuming will be done once per week.
$\square$ Bedroom
$\square$ Make your bed A neat bed makes your entire room look better.
$\square$ Put dirty clothes in hamper Keep it near where you undress.
$\square$ Set out clothing for next day A hook or hanger outside your closet will make it easy to assemble your outfit the night before.
$\square$ Put away books If you have finished a book, put it in a bag to return to library or place back on your bookshelf.
$\square$ Clutter
$\square$ Put away toys or crafts Have baskets or boxes to store small items.
$\square$ Sort through mail Throw out junk, file or pay bills, and put magazines in rack.
$\square$ Teach children to put away one activity before starting on the next.
$\square$ Remove clutter from living room coffee table each night.
$\square$ Pets/Plants
$\square$ Feed pets Wash out their bowls when they finish eating.
$\square$ Clean cat litter box This should be done twice per day if you have multiple cats.
$\square$ Clean up dog run or puppy pads.
$\square$ Brush pets Removing loose hair will keep it off your furniture and carpets.
$\square$ Water houseplants if dry Check with a finger to determine if plants need water.
$\square$ Miscellaneous
$\square$ Do a load of laundry Checking laundry each day will keep you from being overwhelmed with a mountain of laundry on the weekend.
$\square$ Backpacks Check backpacks of school-age children; take care of any paperwork that must return to school.
$\square$ Dust one room with a feather or microfiber duster Rotating through your rooms will keep dust from building up.
$\square$ Follow the 10-second rule Anything that will take less than 10 seconds to complete should be done right away.
$\square$ Straighten throw cushions on couch It will immediately make your living room look neater.
$\square$ Put away groceries When bringing home groceries or other merchandise, put everything away, then dispose of bags, or use to line trash containers.

