

Cleaning Checklist

By Michelle.Tako

☐ Kitchen

- ☐ **Rinse dishes and place in dishwasher** Rinsing dishes right after use makes it easy to remove food.
- ☐ **Wipe down kitchen counters** Move appliances to remove dust or crumbs from behind them.
- ☐ **Wipe out kitchen sink** Run garbage disposal to clean it out.
- ☐ **Clean away any spills from counters, stove top or microwave** Always wipe up spills as soon as they happen.
- ☐ **Wipe any spills or large spots from the floor** This will reduce the need for a full mop job to once per week.
- ☐ **Throw away any expired food** Check your refrigerator daily and use up leftovers before they spoil.
- ☐ **Plan dinner** Take food out of the freezer that will need time to thaw.
- ☐ **Take out trash and recycling.**

☐ Bathroom

- ☐ **Hang towels neatly on towel rack** This will allow them to dry and keep them fresh longer.
- ☐ **Wipe out bathroom sink** Rinse sink right away after brushing teeth.
- ☐ **Wipe any obvious water or spots off the mirrors.**
- ☐ **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.
- ☐ **Wipe off bathroom counters** Avoid clutter on your counters. Put everything away after use.
- ☐ **Check stock of toilet paper** Replace empty rolls.
- ☐ **Empty bathroom trash** Keep your bathroom waste basket lined with a small bag to make it convenient to empty.

☐ Floors

- ☐ **Sweep hard floors with broom or dust mop** Pay attention to corners and edges.
- ☐ **Pick up string, leaves or large objects from carpet** Vacuuming will be done once per week.

☐ Bedroom

- ☐ **Make your bed** A neat bed makes your entire room look better.
- ☐ **Put dirty clothes in hamper** Keep it near where you undress.
- ☐ **Set out clothing for next day** A hook or hanger outside your closet will make it easy to assemble your outfit the night before.

- ☐ **Put away books** If you have finished a book, put it in a bag to return to library or place back on your bookshelf.
- ☐ **Clutter**
 - ☐ **Put away toys or crafts** Have baskets or boxes to store small items.
 - ☐ **Sort through mail** Throw out junk, file or pay bills, and put magazines in rack.
 - ☐ **Teach children to put away one activity before starting on the next.**
 - ☐ **Remove clutter from living room coffee table each night.**
- ☐ **Pets/Plants**
 - ☐ **Feed pets** Wash out their bowls when they finish eating.
 - ☐ **Clean cat litter box** This should be done twice per day if you have multiple cats.
 - ☐ **Clean up dog run or puppy pads.**
 - ☐ **Brush pets** Removing loose hair will keep it off your furniture and carpets.
 - ☐ **Water houseplants if dry** Check with a finger to determine if plants need water.
- ☐ **Miscellaneous**
 - ☐ **Do a load of laundry** Checking laundry each day will keep you from being overwhelmed with a mountain of laundry on the weekend.
 - ☐ **Backpacks** Check backpacks of school-age children; take care of any paperwork that must return to school.
 - ☐ **Dust one room with a feather or microfiber duster** Rotating through your rooms will keep dust from building up.
 - ☐ **Follow the 10-second rule** Anything that will take less than 10 seconds to complete should be done right away.
 - ☐ **Straighten throw cushions on couch** It will immediately make your living room look neater.
 - ☐ **Put away groceries** When bringing home groceries or other merchandise, put everything away, then dispose of bags, or use to line trash containers.