

# Cleaning for Company (public)

By Rachel

- Kitchen
  - Wash/replace dishtowel
  - Clean soap dish/soap
  - Organize/put away items in cabinets/shelves
  - Vacuum and/or wipe floors
  - Wipe cabinet fronts
  - Wipe front of appliances
  - Water/care for plants
- Bathroom
  - wipe mirror
  - clean toothbrush area
  - clean up soap holder refill soap if needed
  - wipe counter
  - wipe down tub
  - shake out & vacuum rugs
  - sweep & scrub floor
  - replace towels add a guest towel or two if necessary
  - put away misc items anything that is left out and shouldn't be should go to its place
  - scrub toilet
  - put in extra roll of TP
- Hallway
  - Straighten up books in bookshelves
  - Hang up coats
  - vacuum and wipe floor
  - Organize shoes
- Living room
  - clean off coffee table
  - put away random items
  - wipe off coffee table
  - Clear off dining table
  - clean windowsills and windows

- dust TV & shelves
- VACUUM
- puff up couch and pillows
- Bedroom
  - Fold/put away clean clothes
  - Gather dirty laundry if there is enough for a full load, do laundry
  - put away items from windowsills
  - Clean off top of dressers
  - dust shelves off
  - Clean top of desk
  - change sheets
  - Make bed
  - vacuum
  - wipe wooden floor clean