Cleaning Checklist

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# Tasks:

☐ **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.*