

# 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.