

# 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.