



housekeeping channel® &

## Cleaning Checklist



### DAILY

- ☐ Make beds.
- ☐ Squeegee shower walls after use. Wipe fixtures and tub. Run fan to dry up mold's ally: moisture.
- ☐ Wash dishes, countertops, stove top and sink after each meal.
- ☐ Deal with spills immediately as they occur.
- ☐ Vacuum or sweep floors in heavy traffic areas.
- ☐ Re-hang clothes or deposit them in a hamper.
- ☐ Throw away or file five to 10 pieces of paper, to keep up with clutter.
- ☐ Complete one or two "Weekly" jobs to free up the weekend.
- ☐ Other \_\_\_\_\_
- ☐ Other \_\_\_\_\_

### WEEKLY

- ☐ Dust.
- ☐ Shake out or vacuum and spot clean entry mats.
- ☐ Vacuum, or sweep and mop, less trafficked sections of floors.
- ☐ Clean and sanitize bathroom mirrors, sinks, counter, toilet and floor.
- ☐ Clean fingerprints from glass and other hard surfaces.
- ☐ Toss old food and wipe refrigerator shelves.
- ☐ Wash laundry. (Move this item to "Daily" if your family's needs require it.)
- ☐ Complete a "Less Often" task to reduce spring cleaning.
- ☐ Other \_\_\_\_\_
- ☐ Other \_\_\_\_\_

### LESS OFTEN

- ☐ Wash walls.
- ☐ Wash windows.
- ☐ Organize closets and give away unused clothing.
- ☐ Organize the pantry and kitchen cupboards, giving away or tossing what's no longer useful.
- ☐ Take a damp toothbrush to accumulated grime in hard-surface nooks, crannies and corners.
- ☐ Vacuum or sweep under moveable furniture and along carpet edges and baseboards.
- ☐ Vacuum furniture, including under cushions.
- ☐ Deep clean, or hose down and dry, entry mats.
- ☐ Deep clean carpets.
- ☐ Deep scrub floors.
- ☐ Other \_\_\_\_\_
- ☐ Other \_\_\_\_\_