

HOUSEHOLD CLEANING CHECKLIST

DAILY CLEANING TASKS:

- DISHES
- COUNTERS
- LAUNDRY
- PICKING UP AFTER YOURSELF/KIDS/FAMILY
- AIR OUT THE HOUSE
- SWEEP KITCHEN AND ENTRYWAY
- CLEAN THE KITCHEN SINK

WEEKLY CLEANING TASKS:

- SWEEP AND VACUUM
- WIPE DOWN ALL COUNTERS, CABINETS, AND DOORS
- SCRUB SINKS, TOILETS, AND TUBS/SHOWERS
- DUST SHELVES
- LAUNDRY BEDDING
- REPLACE TOWELS
- SPOT CLEAN WINDOWS AND MIRRORS
- WIPE DOWN APPLIANCES
- GARBAGE (AS NEEDED)
- CLEAR OUT FRIDGE

MONTHLY CLEANING TASKS:

- CLEANING VENTS AND WOODWORK
- CLEAN THE DISHWASHER
- DUST AND CLEAN LIGHT FIXTURES
- CLEAN THE WASHING MACHINE
- DUST THE BLINDS
- VACUUM OUT THE DRYER VENT
- VACUUM UNDER AND IN THE FURNITURE

KITCHEN CLEANING CHECKLIST

DAILY CLEANING TASKS:

- DISHES (AS NEEDED)
- WIPE UP SPILLS AS THEY HAPPEN
- WIPE DOWN COUNTERS
- SWEEP THE FLOOR
- SANITIZE THE SINK
- CLEAN THE COFFEE POT
- CLEAN UP AFTER MEALS (PUT FOOD AWAY, ETC.)
- SWITCH OUT TOWELS AND DISH RAG

WEEKLY CLEANING TASKS:

- CLEAN OUT OLD FOOD FROM THE FRIDGE
- WIPE DOWN APPLIANCE FRONTS AND CABINET DOORS
- SWEEP AND MOP FLOORS
- TAKE OUT THE GARBAGE, RECYCLE, AND YARD WASTE (AS NEEDED)
- CLEAN OUT THE MICROWAVE
- CLEAN STOVE TOP

SEASONAL CLEANING TASKS:

- MOP UNDER FRIDGE AND OVEN
- WASH LIGHT FIXTURES
- POLISH STOVE TOP AND APPLIANCE FRONTS
- CLEAN OUT ALL SMALL APPLIANCES
- REPLACE WATER FILTER
- CLEAN DISHWASHER
- CLEAN FAUCET
- CLEAN SPICE JARS
- CLEAN GARBAGE CAN
- CLEAN KITCHEN CABINETS
- CLEAN PANTRY JARS
- CLEAN/DUST FRIDGE COILS
- CLEAN FRIDGE FILTER
- CLEAN WINDOW BLINDS/CURTAIN
- CLEAN OVEN
- WASH WALLS
- CALIBRATE OVEN

MONTHLY CLEANING TASKS:

- DUST CABINET AND APPLIANCE TOPS
- CLEAN PANTRY
- CLEAN STOVE BURNER LINERS (IF APPLICABLE)
- CLEAN GARBAGE DISPOSAL
- VACUUM AND WASH CORNERS
- DUST LIGHT FIXTURES
- CLEAN OUT FREEZER
- WASH WINDOW AND SILL

LIVING ROOM CLEANING CHECKLIST

DAILY CLEANING TASKS:

- CLEAN UP MESSSES AS THEY HAPPEN
- WIPE DOWN TABLES
- FLUFF PILLOWS
- PICK UP AFTER YOURSELF/KIDS
- STRAIGHTEN UP BOOKS/MAGAZINES, DECOR, ETC.

WEEKLY CLEANING TASKS:

- SWEEP/VACUUM
- DUST FLAT SURFACES
- WASH BLANKETS
- STRAIGHTEN FURNITURE AND RUGS

MONTHLY CLEANING TASKS:

- DUST LIGHT FIXTURES
- TREAT FURNITURE (LEATHER AND WOOD)
- WIPE DOWN TV
- CLEAN BASEBOARDS AND CORNERS
- WASH WINDOWS AND SILLS
- DUST BLINDS
- VACUUM UNDER FURNITURE
- WIPE DOWN CABINET FRONTS, LIGHT SWITCHES, AND DOOR KNOBS

SEASONAL CLEANING TASKS:

- SWITCH OUT SEASONAL BLANKETS AND CURTAINS
- DUST ALL ITEMS ON SHELVES
- WIPEDOWN PICTURE FRAMES
- VACUUM AND DUST ELECTRONICS

BATHROOM CLEANING CHECKLIST

DAILY CLEANING TASKS:

- HANG WET TOWELS
- AIR OUT ROOM
- WIPE DOWN COUNTER AND SINK
- CLEAN UP ANY MESSES AS THEY HAPPEN
- WIPE DOWN TOILET SEATS

WEEKLY CLEANING TASKS:

- SCRUB THE TOILET
- CLEAN SINK FAUCET
- SWEEP AND MOP THE FLOOR
- SCRUB THE SHOWER/TUB
- DUST
- REPLACE TOWELS (LAUNDRY HANGING TOWELS)
- WIPEDOWN DRAWER FRONTS AND HANDLES, DOOR KNOBS, AND LIGHT SWITCHES

MONTHLY CLEANING TASKS:

- WIPEDOWN/CLEAN LIGHT FIXTURES
- CLEAN BASEBOARDS AND CORNERS
- CLEAN AIR VENT
- WASH WINDOW AND SILL
- WASH SHOWER CURTAIN
- DUST BLINDS/WASH CURTAIN
- WASH TOOTHBRUSH HOLDER

SEASONAL CLEANING TASKS:

- DUST AND CLEAN THE BATHROOM FAN
- CLEAN SHOWER HEAD
- CLEAN SINK AND TUB DRAIN
- CLEAN OR REPLACE TOILET BRUSH

ENTRYWAY CLEANING CHECKLIST

DAILY CLEANING TASKS:

- CLEAN UP MESSSES AS THEY HAPPEN
- SWEEP OR VACUUM
- WIPE DOWN TABLE
- PICK UP AFTER YOURSELF/~~KIDS~~

WEEKLY CLEANING TASKS:

- SWEEP/~~VACUUM~~/~~MOP~~
- DUST AREA
- STRAIGHTEN UP DECOR
- WIPE DOWN TABLES, MIRRORS, WINDOWS, ETC.
- DUST OUTDOOR LIGHTS AND AREA AROUND
- SWEEP OUTSIDE TO KEEP THE DIRT OUT OF THE HOUSE

MONTHLY CLEANING TASKS:

- WASH WINDOWS AND SILLS
- WIPE DOWN DOORS, DOOR KNOBS, LIGHT SWITCHES, ETC.
- CLEAN BASEBOARDS AND CORNERS
- CLEAN FRAMES, MIRRORS, AND OTHER DECOR
- CLEAN LIGHT FIXTURE
- DUST/~~CLEAN~~ BLINDS AND OR CURTAINS

SEASONAL CLEANING TASKS:

- REPLACE HVAC FILTER (IF APPLICABLE)
- CLEAN ANY OTHER AREAS THAT MIGHT NOT HAVE BEEN INCLUDED IN THE MONTHLY CLEANING

DINING ROOM CLEANING CHECKLIST

DAILY CLEANING TASKS:

- CLEAN UP AFTER ANY MESSSES AS THEY HAPPEN
- WIPEDOWN TABLE AND CHAIRS
- REPLACE NAPKINS, PLACEMATS, TABLECLOTH AS NEEDED
- CLEAN UP AFTER YOURSELF/KIDS

WEEKLY CLEANING TASKS:

- SWEEP AND MOP OR VACUUM
- DUST FLAT SURFACES
- STRAIGHTEN FURNITURE AND RUGS
- WASH LINENS
- WIPEDOWN DOORKNOBS, LIGHT SWITCHES, ETC

MONTHLY CLEANING TASKS:

- WIPE DOWN WALLS
- DUST CORNERS AND BASEBOARDS
- CLEAN LIGHT FIXTURE
- DUST ALL SURFACES
- WASH WINDOWS, DOORS, AND SILLS
- DUST BLINDS/CURTAINS

SEASONAL CLEANING TASKS:

- WASH AND POLISH SILVER
- TREAT FURNITURE

KIDS' ROOM CLEANING CHECKLIST

DAILY CLEANING TASKS:

- CLEAN UP AFTER ANY MESSSES AS THEY HAPPEN
- MAKE THE BED
- PICK UP CLOTHES

WEEKLY CLEANING TASKS:

- SWEEP AND MOP OR VACUUM
- DUST FLAT SURFACES
- STRAIGHTEN FURNITURE AND RUGS
- WASH BEDDING AND CLOTHES
- WIPEDOWN DOORKNOBS, LIGHT SWITCHES, ETC
- CLEAN OFF THE DESK, DRESSER TOP, NIGHTSTAND

MONTHLY CLEANING TASKS:

- WIPE DOWN WALLS
- DUST CORNERS AND BASEBOARDS
- CLEAN LIGHT FIXTURE
- DUST ALL SURFACES
- WASH WINDOWS, DOORS, AND SILLS
- DUST BLINDS/CURTAINS
- CLEAN OUT TOYS

SEASONAL CLEANING TASKS:

- SWEEP, MOP, AND/OR VACUUM UNDER AND AROUND FURNITURE
- TREAT FURNITURE
- CLEAN OUT CLOSET AND DRAWERS

MASTER BEDROOM CLEANING CHECKLIST

DAILY CLEANING TASKS:

- CLEAN UP AFTER ANY MESSSES AS THEY HAPPEN
- MAKE THE BED
- PICK UP CLOTHES

WEEKLY CLEANING TASKS:

- SWEEP AND MOP OR VACUUM
- DUST FLAT SURFACES
- STRAIGHTEN FURNITURE AND RUGS
- WASH BEDDING AND CLOTHES
- WIPEDOWN DOORKNOBS, LIGHT SWITCHES, ETC
- CLEAN OFF THE DESK, DRESSER TOP, NIGHTSTAND

MONTHLY CLEANING TASKS:

- WIPE DOWN WALLS
- DUST CORNERS AND BASEBOARDS
- CLEAN LIGHT FIXTURE
- DUST ALL SURFACES
- WASH WINDOWS, DOORS, AND SILLS
- DUST BLINDS/CURTAINS

SEASONAL CLEANING TASKS:

- SWEEP, MOP, AND/OR VACUUM UNDER AND AROUND FURNITURE
- TREAT FURNITURE
- CLEAN OUT CLOSET AND DRAWERS

LAUNDRY ROOM CLEANING CHECKLIST

DAILY CLEANING TASKS:

- PUT CLOTHES AWAY
- CLEAN UP MESSSES AS THEY HAPPEN

WEEKLY CLEANING TASKS:

- SWEEP AND MOP OR VACUUM
- DUST FLAT SURFACES
- WIPEDOWN DOORKNOBS, LIGHT SWITCHES, ETC.
- TOSS GARBAGE (AS NEEDED)
- CLEAN OUT LINT TRAPS (AS NEEDED)

MONTHLY CLEANING TASKS:

- WIPE DOWN WALLS
- DUST CORNERS AND BASEBOARDS
- CLEAN LIGHT FIXTURE
- DUST ALL SURFACES
- WASH WINDOWS, DOORS, AND SILLS
- DUST BLINDS/CURTAINS
- CLEAN OUT LINT TUBES WITH THIS NEAT TOOL
- WIPE OUT THE WASHER AND DRYER
- RUN THE WASHER THROUGH A CLEANING CYCLE WITH VINEGAR

SEASONAL CLEANING TASKS:

- SWEEP, MOP, AND/OR VACUUM UNDER AND AROUND WASHER AND DRYER
- CLEAN OUT OLD CONTAINERS
- CLEAN WASHER FILTER

HOME OFFICE CLEANING CHECKLIST

DAILY CLEANING TASKS:

- KEEP UP WITH PAPER CLUTTER (LEARN MORE ABOUT THAT HERE)
- CLEAN UP MESSSES AS THEY HAPPEN

WEEKLY CLEANING TASKS:

- SWEEP AND MOP OR VACUUM
- DUST FLAT SURFACES
- WIPE DOWN DOORKNOBS, LIGHT SWITCHES, ETC.
- TOSS GARBAGE AND RECYCLE (AS NEEDED)

MONTHLY CLEANING TASKS:

- WIPE DOWN WALLS
- DUST CORNERS AND BASEBOARDS
- CLEAN LIGHT FIXTURE
- DUST ALL SURFACES (INCLUDING COMPUTERS)
- WASH WINDOWS, DOORS, AND SILLS
- DUST BLINDS/CURTAINS
- CLEAN COMPUTER MONITORS

SEASONAL CLEANING TASKS:

- SWEEP, MOP, AND/OR VACUUM UNDER AND AROUND FURNITURE
- CLEAN OUT THE FILING CABINET