

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
- Launder 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

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

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

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 messes 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

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

WEEKLY CLEANING TASKS:

- Scrub the toilet
- Clean sink faucet
- Sweep and mop the floor
- Scrub the shower/tub
- Dust
- Replace towels (launder hanging towels)
- Wipedown drawer fronts and handles, door knobs, and light switches

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 messes as they happen
- Sweep or vacuum
- Wipe down table
- Pick up after yourself/kids

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

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

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 messes 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 messes as they happen
- Make the bed
- Pick up clothes

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

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

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 messes as they happen
- Make the bed
- Pick up clothes

MONTHLY CLEANING TASKS:

- Wipe down walls
- Dust corners and baseboards
- Clean light fixture
- Dust all surfaces
- Wash windows, doors, and sills
- Dust blinds/curtains

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

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 messes 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 messes as they happen

WEEKLY CLEANING TASKS:

- Sweep and mop or vacuum
- Dust flat surfaces
- Wipedown 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