

HOME

Management

BINDER

Cleaning Checklist

WHAT TO CLEAN DAILY:

- MAKE THE BED(S)
- SWEEP FLOORS
- CLEAN COFFEE MAKER
- SANITIZE SINKS
- DO A LOAD OF LAUNDRY
- KEEP UP ON THE DISHES
- WIPE DOWN BATHROOM SURFACES
- PICK UP CLUTTER IN COMMON AREAS
- WIPE DOWN KITCHEN COUNTERS
- WIPE DOWN TABLES & CHAIRS

WHAT TO CLEAN WEEKLY:

- MOP & SWEEP FLOORS
- DUST
- WIPE DOWN CUPBOARDS
- WIPE DOWN APPLIANCES
- SCRUB TOILETS
- CHANGE BEDDING
- CLEAN INSIDE MICROWAVE
- TAKE OUT GARBAGE
- REMOVE OLD FOOD FROM THE FRIDGE
- CLEAN MIRRORS
- SANITIZE SPONGES
- CHANGE OUT TOWELS

WEEKLY MEAL PLAN

M

Breakfast :

Lunch:

Dinner:

T

Breakfast :

Lunch:

Dinner:

W

Breakfast :

Lunch:

Dinner:

T

Breakfast :

Lunch:

Dinner:

F

Breakfast :

Lunch:

Dinner:

S

Breakfast :

Lunch:

Dinner:

My Weekly Shopping List

Veggies

Snacks

Fruits

Canned Goods

Grains

Herbs & Spices

Protein

Condiments

Dairy

Beverage

Household

Other

Daily To-Do List

Most important items to complete:

1. _____

3. _____

2. _____

4. _____

Somewhat important items to complete:

1. _____

3. _____

2. _____

4. _____

Items I wish to complete:

1. _____

3. _____

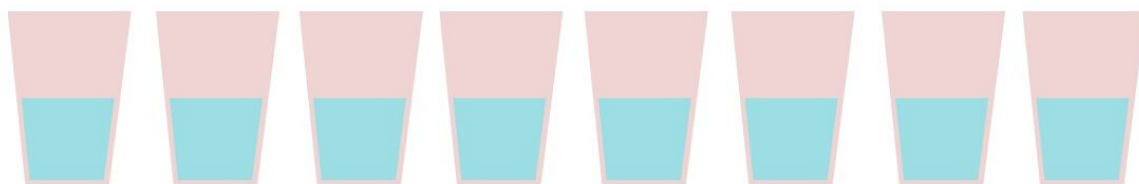
2. _____

4. _____

Today's Menu:

Today's workout:

Water Intake:



MONTHLY BUDGET PLANNING WORKSHEET

MONTHLY BUDGET

Income:	Budget:	Actual:	Difference:	Budget:	Budget:	Actual:	Difference:
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Income 1							
Income 2				Total Income			
Extra				Total Expenses			
Total							

Home:	Budget:	Actual:	Difference:	Other:	Budget:	Actual:	Difference:
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Utilities:	Budget:	Actual:	Difference:
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Driving:	Budget:	Actual:	Difference:
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Medical:	Budget:	Actual:	Difference:
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YEARLY BUDGET

	January	February	March	April	May	June
Income						
Budget						
Actual						
Difference						
Expenses						
Budget						
Actual						
Difference						
Total						
Budget						
Actual						
Difference						
Subtotal						

YEARLY BUDGET

	July	August	September	October	November	December
Income						
Budget						
Actual						
Difference						
Expenses						
Budget						
Actual						
Difference						
Total						
Budget						
Actual						
Difference						
Subtotal						

Spring Cleaning Checklist

OUTDOORS AND AROUND THE HOUSE

- Check the caulking and weather seals around doors and windows
- Check the dryer exhaust pipe
- Clear out any debris Clean off light fixtures, replace bulbs if needed
- Reattach hoses, check faucets replace gaskets if needed
- Wash outdoor windows
- Check for any repairs that might need to be done
- Treat garden soil
- Plan and plant garden
- Start early spring seeds
- Treat and stain deck
- Plant flowers
- Check exterior for any damage from the winter weather
- Replace air filter, or clean if washable
- Check batteries in flashlights
- Clean baseboards
- Clean ceiling corners
- Clean behind and under washer & dryer
- Clean washing machine
- Sweep out fireplace
- Replace porch mats with spring mats
- Stock up on pantry items
- Clean out vacuum cleaner hoses & filters
- Change out candles for spring scents
- Take inventory of garden supplies
- Touch up paint
- Shampoo carpets

Spring Cleaning Checklist

BEDROOMS:

- Launder pillows, bedding, mattress pads
- Rotate/Flip mattress
- Wipe down window sills
- Clean blinds and drapes
- Clean light fixtures
- Vacuum corners and under furniture
- Dust and vacuum closet

BATHROOMS:

- Wash shower curtain
- Replace shower liner
- Clean shower head
- Freshen up drain
- Replace toothbrushes
- Clean out drawers, clean drawer organizers
- Clean hair dryer lint
- Clean brushes and combs
- Clean light fixtures

KITCHEN:

- Clean the oven
- Clean the vent hood
- Clean out fridge & take inventory
- Clean out freezer & take inventory
- Replace water filter
- Dust & clean fridge coils
- Clean under fridge
- Clean out pantry & take inventory
- Clean garbage disposal with lemons & ice
- Clean light fixtures
- Clean drawers & organizers
- Clean out garbage can
- Wipe down walls

LIVING ROOM/FAMILY ROOM:

- Clean ceiling fan
- Clean light fixtures
- Clear out any cobwebs
- Wipe down light switches & door knobs
- Move furniture & clean under & around
- Dust shelves
- Wipe down window sills
- Clean blinds & drapes
- Switch out drapes for summer ones
- Wash blankets
- Clean stains off furniture
- Clean stains off carpet/rugs
- Treat wood furniture
- Treat hardwood floors

DINING ROOM:

- Clean light fixtures
- Clear out any cobwebs
- Wipe down light switches & door knobs
- Move furniture & clean under & around
- Wipe down window sills
- Clean blinds & drapes
- Switch out drapes for summer ones
- Clean stains off carpet/rug
- Treat wood furniture and floors

OUTDOORS:

- Clean off light fixtures, replace bulbs if needed
- Wash outdoor windows
- Treat garden soil
- Plant summer garden
- Start summer and fall seeds
- Plant flowers
- Replace air filter, or clean if washable
- Update porch mats if needed
- Take inventory of garden supplies
- Check batteries in smoke detectors & flashlights
- Sweep out fireplace
- Clean baseboards

Summer Cleaning Checklist

BEDROOMS:

- Launder pillows, bedding, mattress pads
- Rotate/Flip mattress
- Wipe down window sills
- Clean blinds and drapes
- Clean light fixtures
- Vacuum corners and under furniture
- Dust and vacuum closet

BATHROOMS:

- Wash shower curtain
- Replace shower liner
- Clean shower head
- Freshen up drain
- Replace toothbrushes
- Clean out drawers, clean drawer organizers
- Clean hair dryer lint
- Clean brushes and combs
- Clean light fixtures

KITCHEN:

- Clean the oven
- Clean the vent hood
- Clean out fridge & take inventory
- Clean out freezer & take inventory
- Replace water filter
- Dust & clean fridge coils
- Clean under fridge
- Clean out pantry & take inventory
- Clean garbage disposal with lemons & ice
- Clean light fixtures
- Clean drawers & organizers
- Clean out garbage can
- Wipe down walls

LIVING ROOM/FAMILY ROOM:

- Clean ceiling fan
- Clean light fixtures
- Clear out any cobwebs
- Wipe down light switches & door knobs
- Move furniture & clean under & around
- Dust shelves
- Wipe down window sills
- Clean blinds & drapes
- Wash blankets
- Clean stains off furniture
- Clean stains off carpet/rugs

DINING ROOM:

- Clean light fixtures
- Clear out any cobwebs
- Wipe down light switches & door knobs
- Move furniture & clean under & around
- Wipe down window sills
- Clean blinds & drapes
- Clean stains off carpet/rug

OUTDOORS:

- Clean off light fixtures, replace bulbs if needed
- Wash outdoor windows
- Treat garden soil
- Plant summer garden
- Start summer and fall seeds
- Plant flowers
- Replace air filter, or clean if washable
- Update porch mats if needed
- Take inventory of garden supplies

Fall Cleaning Checklist

BEDROOMS-

- Launder pillows, bedding, mattress pads
- Rotate/Flip mattress
- Declutter closets, switch out seasonal clothes
- Wipe down windowsills
- Clean/dust blinds and drapes
- Clean light fixtures

DINING ROOM-

- Clean light fixtures
- Clear out any cobwebs
- Wipe down light switches & door knobs
- Move furniture & clean under & around
- Wipe down window sills
- Clean/dust blinds & drapes
- Clean stains off carpet/rugs
- Polish silver

KITCHEN-

- Clean the oven
- Clean the vent hood
- Clean out fridge & take inventory
- Clean out freezer & take inventory
- Replace water filter
- Dust & clean fridge coils
- Clean under fridge
- Clean out pantry & take inventory
- Clean spice containers & check for freshness
- Clean garbage disposal with lemons & ice
- Clean light fixtures
- Clean drawers & organizers
- Clean out the garbage can
- Wipe down walls

LIVING ROOM/FAMILY ROOM-

- Clean ceiling fan
- Clean light fixtures
- Clear out any cobwebs
- Wipe down light switches & door knobs
- Move furniture & clean under & around
- Dust shelves
- Wipe down window sills
- Clean/dust blinds & drapes
- Wash blankets
- Clean stains off the couch
- Clean stains off carpet/rugs

BATHROOMS-

- Wash shower curtain
- Replace/wash shower liner
- Clean shower head
- Replace toothbrushes
- Clean out drawers, clean drawer organizers
- Clean hair dryer lint
- Clean brushes and combs
- Clean light fixtures

AROUND THE HOUSE-

- Replace air filter, or clean if washable
- Stock up on deicer/salt
- Check batteries in flashlights
- Stock up on candles/batteries for candles
- Clean baseboards
- Clean behind and under washer & dryer
- Clean washing machine
- Sweep out fireplace
- Replace porch mats with fall/winter mats
- Stock up on pantry items
- Clean out vacuum cleaner hoses & filters
- Change out candles for fall scents

Winter Cleaning Schedule

BEDROOMS-

- Launder pillows, bedding, mattress pads
- Rotate/Flip mattress
- Wipe down windowsills
- Clean blinds and drapes
- Clean light fixtures
- Vacuum corners and under furniture
- Dust and vacuum closet

BATHROOMS-

- Wash shower curtain
- Replace shower liner
- Clean shower head
- Freshen up drain
- Replace toothbrushes
- Clean out drawers, clean drawer organizers
- Clean hair dryer lint
- Clean brushes and combs
- Clean light fixtures

KITCHEN-

- Clean the oven
- Clean the vent hood
- Clean out fridge & take inventory
- Clean out freezer & take inventory
- Replace water filter
- Dust & clean fridge coils
- Clean under fridge
- Clean out pantry & take inventory
- Clean spice containers & check for freshness
- Clean garbage disposal with lemons & ice
- Clean light fixtures
- Clean drawers & organizers
- Clean out garbage can
- Wipe down walls

LIVING ROOM/FAMILY ROOM-

- Clean ceiling fan
- Clean light fixtures
- Clear out any cobwebs
- Wipe down light switches & door knobs
- Move furniture & clean under & around
- Dust shelves
- Wipe down window sills
- Clean blinds & drapes
- Switch drapes for winter drapes
- Wash blankets
- Clean stains off couch
- Clean stains off carpet/rugs
- Treat wood furniture
- Treat hardwood floors

DINING ROOM-

- Clean light fixtures
- Clear out any cobwebs
- Wipe down light switches & door knobs
- Move furniture & clean under & around
- Wipe down window sills
- Clean blinds & drapes
- Switch drapes for winter drapes
- Clean stains off carpet/rugs
- Treat wood furniture
- Treat hardwood floors
- Polish silver

Winter Cleaning Schedule

OUTDOORS-

- Check the caulking and weather seals around doors and windows
- Check the dryer exhaust pipe
- Clearout any debris
- Clean off light fixtures, replace bulbs if needed
- Drain & store hoses
- Wash outdoor windows
- Check for any repairs that might need to be done
- Clean out the garden
- Check hoop tents for fall and winter crop
- Start early spring seeds
- Clean deck (when thawed)
- Check exterior for any damage from the winter weather

AROUND THE HOUSE

- Replace air filter, or clean if washable
- Check batteries in flashlights
- Stock up on candles/batteries for candles
- Clean baseboards
- Clean behind and under washer & dryer
- Clean washing machine
- Sweep out fireplace
- Replace porch mats with winter mats
- Stock up on pantry items
- Clean out vacuum cleaner hoses & filters
- Change out candles for winter scents
- Declutter Christmas decor

Important Information

OUR PHONE NUMBER

DAD'S PHONE NUMBER

MOM'S PHONE NUMBER

OUR ADDRESS

POLICE

AMBULANCE

FIRE

POISON CONTROL

NURSE HOTLINE

OUR FAMILY EMERGENCY CONTACTS

School Information

NAME

GRADE

STUDENT #

SCHOOL

PHONE NUMBER

ADDRESS

PRINCIPAL

PTA CONTACT

TEACHER

CONTACT INFO

IMPORTANT INFO

EMERGENCY CONTACT

PHONE NUMBER

MEDICAL

INSURANCE INFO

DOCTOR

PHONE NUMBER