## **ENTRYWAY**

# **KITCHEN**

The Basics:
☐ Open windows
☐ Dust light fixtures
☐ Wash blinds and window coverings
☐ Clean windows and window sills
☐ Wash walls, doors, trim and switch plates if needed. And door knobs too!
lue Dust floor registers and other vent covers
☐ Sweep and wash floors
$f\square$ Clean or replace welcome mat and entry mat
☐ Sweep porch
☐ Wash threshold
The Extras:
$\square$ Give your front door a fresh coat of paint.
☐ Tidy and declutter coat closets. Wash walls of closet if they are muddy/dirty.
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The Basics:
☐ Open windows
☐ Dust light fixtures
☐ Wash blinds and window coverings
☐ Clean windows and window sills
☐ Wash walls, doors, trim and switch plates if needed. And door knobs too!
☐ For each cabinet or drawer: remove items, wash drawer, place items back in neatly. Declutter as you go so that you have less to clean next time!
lacksquare Wipe down cabinet exteriors and appliance fronts
☐ Clean oven
☐ Clean stove top. Remove elements and drip bowls, if applicable, wash and put back
☐ Clean dishwasher
☐ Clean and organize fridge and freezer. Defrost freezer if necessary. Check food expiry dates.
☐ Tidy pantry. Check food expiry dates
☐ Clean under fridge and stove
☐ Vacuum refrigerator coils
☐ Clean small appliances, such as microwave, toaster, and stand mixer
☐ Descale kettle and coffee pot with vinegar
☐ Wipe down counters
☐ Shine sink and faucet
lacksquare Dust floor registers and other vent covers
☐ Sweep and wash floors
The Extras:
☐ Wash and sanitize cutting boards
☐ Sharpen knives
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# **BATHROOMS**

## BEDROOMS

The Basics:	The Basics:
☐ Open windows	☐ Open windows
☐ Dust light fixtures	☐ Dust light fixtures and ceiling fans
☐ Wash blinds and window coverings.	☐ Dust furnishings and art
☐ Clean windows and window sills.	☐ Launder bedding, bed skirts, and curtains.
☐ Shine mirror	☐Wash pillows and duvets in hot water.
☐ Wash walls, doors, trim and switch plates if needed. And door knobs too!	☐ Air out mattress pads or area rugs if you have them.
☐ Wash exterior of cabinets and vanities	☐ Move bed, sweep under it. Sort and put away anything that was under the bed.
$\square$ Clean sink, tub or shower, and toilet. Shine faucets.	☐ Clean windows and window sills.
☐ Dust floor registers and other vent covers	☐ Wash walls, doors, trim and switch plates if
☐ Sweep and wash floors	needed. And door knobs too!
	☐ Dust floor registers and other vent covers
The Extras:	☐ Sweep and wash floors or vacuum carpets
☐ Empty cabinets and vanity. Wash inside, replace items neatly. Discard expired medications and cosmetics.	The Extras:
☐ Remove seat from toilet to clean around the se at bolts.	☐ Declutter and clean dressers and closets.  Donate items you no longer wear.
☐ Remove window screens and wash the dust off them outdoors with a garden hose.	☐ Freshen mattress by sprinkling with baking soda, letting it sit briefly, and then vacuuming it up. (for an extra treat, add a few drops of lavender to the baking soda first!)
☐ Clean and reseal grout if necessary	,
☐ Declutter linen closets	☐ Remove window screens and wash the dust off outdoors with a garden hose.
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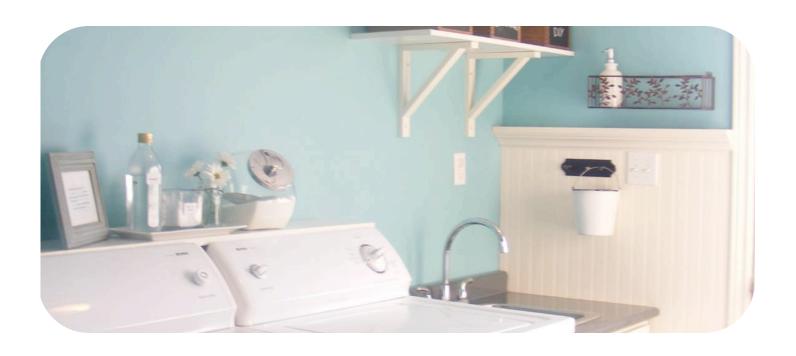


#### **HOME OFFICE**

## The Basics: Open windows ■ Dust light fixtures ☐ Wash blinds and window coverings ☐ Clean windows and window sills $\ \square$ Wash walls, doors, trim and switch plates if needed. And door knobs too! ☐ Sort loose papers and clear work surfaces of ☐ Dust electronics and clean computer screen ■ Dust surfaces ☐ Dust floor registers and other vent covers ☐ Sweep and wash floors or vacuum carpet The Extras: $\hfill \Box$ Back up family photos and important files if you haven't done so recently. ☐ Organize any drawers and cabinets that need it ☐ Tidy electronics wires. Tuck nicely out of sight. Label them, if practical.

#### LAUNDRY ROOM

The Basics:
☐ Open windows
☐ Dust light fixtures
☐ Wash blinds and window coverings
lue Clean windows and window sills
☐ Wash walls, doors, trim and switch plates if needed. And door knobs too!
Wash cabinet doors
☐ Wash inside cabinets
☐ Wash Laundry sink. Shine faucet.
lue Wipe down exterior of washer and dryer
Wash inside of washing machine
☐ Wash lint trap with soap and water to remove filmy build-ups. Let air dry thoroughly before putting back in place.
lue Dust floor registers and other vent covers
☐ Sweep and wash floors
The Extras:
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#### **DINING SPACE**

## The Basics: Open windows ☐ Dust light fixtures and ceiling fans ■ Wash curtains ☐ Wipe down table and chairs. Polish table, if applicable. ☐ Wipe down or dust other furnishings. ☐ Dust any displayed china or serving dishes ☐ Dust art or wall hangings ☐ Wash chair pads, if applicable. ☐ Clean windows and window sills. ☐ Wash walls, doors, trim and switch plates if needed. And door knobs too! ☐ Dust floor registers and other vent covers ☐ Sweep and wash floors The Extras: ☐ Shine silverware ☐ Put a vase of fresh flowers on the table to welcome spring!



### LIVING ROOM

The Basics:
☐ Open windows
☐ Clean windows and window sills.
☐ Wash blinds and window coverings.
☐ Dust light fixtures and vacuum lampshades
☐ Dust shelves, furniture, and décor
☐ Clean television screen
☐ Dust electronics
lue Vacuum and spot clean upholstery.
☐ Launder throw pillows and blankets
☐ Wash children's toys with a damp rag. Launder stuffed toys. Donate or store toys that your children have grown too old for.
$\square$ Wash walls, doors, trim and switch plates if needed. And door knobs too!
☐ Dust floor registers and other vent covers
lacksquare Sweep and wash floors or vacuum carpets
The Extras:
☐ Tidy electronics wires. Tuck nicely out of sight. Label them, if practical.
☐ Sort through music and DVD collections. Purge things that no longer suit your family's interests.
☐ Sort books and magazines. Donate or recycle ones that no longer suit your family's interests.
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"Have nothing in your home that you do not know to be useful or believe to be beautiful."

~William Morris