

CLEANING



Checklist

DAILY

- Make bed and straighten pillows
- Put dirty clothes in hamper and put clean clothes away
- Clear trash from dresser and nightstand tops
- Put away any items that are out of place

WEEKLY

- Sweep or vacuum floors
- Wash all sheets and pillowcases
- Dust all bedroom furniture (dresser, nightstands, bed, desk)
- Dust picture frames, decorative accents, etc.
- Clean glass surfaces (mirrors, nightstand tops, etc)
- Empty garbage can
- Spot clean carpet stains if needed
- Spot clean throw pillow/comforter stains if needed
- Sanitize door handles and light switches

THINGS TO DECLUTTER

- Chargers/remote controls for electronics you no longer own
- Random paper clutter in your nightstand
- Worn-out throw pillows, sheets, or blankets
- Jewelry/accessories/shoes you haven't worn in the last year
- Bras/underwear/bathing suits that are worn-out or don't fit
- Pantyhose or socks with holes in them
- Clothes or pajamas that you no longer wear or that don't fit
- Old tote bags, such as "Free with purchase" gift bags
- Empty boxes (shoe boxes, electronics boxes, etc)
- Winter hats, gloves, or scarves that you didn't wear last winter
- Purses and luggage you no longer use
- Candles that are almost completely burned down

DEEP CLEANING



Checklist

STRAIGHTEN UP

- Put dirty clothes in hamper
- Fold and put away clean clothes
- Put away shoes and accessories
- Clear items from dresser/nightstand tops
- Put away other items that are out of place
- Empty trash cans

DECLUTTER

- Sort and declutter all clothes in drawers
- Declutter items in and on nightstand
- Get rid of shoes/accessories you no longer wear
- Sort and declutter all clothes in closet
- Declutter items under bed
- Remove other items that you don't use

CLEAN LINENS & MATTRESS

- Strip sheets and pillowcases from bed and wash while cleaning rest of the room
- Wash comforter/duvet cover or take to dry cleaner
- Spot clean throw pillows
- Take down and wash curtains or spot clean if unable to launder
- Vacuum top and bottom of mattress
- Spot clean mattress to remove stains
- Deodorize mattress with baking soda

CLEAN & DUST

- Dust all furniture including dressers, nightstands, and bed/bed frame
- Dust closet shelves and hanging rods
- Wipe down all doors and trim
- Spot clean walls
- Sanitize door handles and light switches
- Dust ceiling fan blades and light fixtures
- Dust wall art, frames, & decorative items
- Wash windows and clean window tracks

CLEAN FLOORS

- Vacuum or sweep/mop all floors including under bed and behind furniture
- Remove rugs and shake out outside
- Remove stains from carpets/rugs
- Clean vent covers
- Clean all baseboards

FINISH UP

- Make the bed
- Replace burned out light bulbs
- Change air filters if needed
- Spray room with air freshener
- Take all unwanted clothing/shoes to donation center