



# CLEANING

## Checklist

### DAILY

- Wipe down bathroom counter and faucet
- Rinse toothpaste, hair, and other debris from the sinks
- Hang up towels and straighten hand towels
- Put dirty clothes in hamper and put away out of place items

### WEEKLY

- Sweep and mop floors
- Empty and clean trash can
- Clean sinks, toilet, and mirror
- Wash towels, washcloths, and bath rug if needed
- Check toilet paper and hand soap supply
- Clean shower/tub if needed
- Spot clean splatters on cabinets
- Wipe down light switches and door handles
- Dust any picture frames or decorative accents

### THINGS TO DECLUTTER

- Worn out bath towels, hand towels, and washcloths
- Toiletry items that you haven't used in 6 months
- Makeup that you no longer wear
- Old hairbrushes/combs/hair ties
- Old magazines
- Old toothbrushes or razors
- Expired medications
- Disintegrated soap bars in the shower
- Old, dried-out air fresheners or empty candle jars
- Sample size beauty products that you won't use
- Empty toiletry bottles
- Shower poofs that you no longer use

# DEEP CLEANING



## Checklist

### DECLUTTER & ORGANIZE

- Remove all items from vanity drawers and cabinets
- Declutter and organize contents of vanity
- Wipe down insides of vanity before replacing items
- Declutter and organize linen closet items
- Declutter and organize medicine cabinet
- Remove clutter from tub/shower shelves
- Declutter items from vanity top

### CLEAN LINENS

- Wash all bath towels, hand towels, and wash cloths
- Shake out bath rugs outside (wash if necessary)
- Get rid of/replace old towels, rugs, and wash cloths
- Wash or spot clean shower curtain
- Clean or replace shower curtain liner

### CLEAN VANITY AREA

- Clean countertops, sinks, and faucets
- Windex mirror
- Wipe down outside of vanity including handles and pulls
- Clean/dust items on top of vanity (tray, toothbrush holder, soap dish, etc)
- Wipe down backsplash (if applicable)

### CLEAN TUB/SHOWER & TOILET

- Deep clean toilet including outside/base
- Clean tub/shower including all walls and grout
- Clean shower stall glass and door handle
- Polish faucet, drain, and shower head
- Remove hair and debris from drain

### CLEAN FLOORS & WALLS

- Sweep and mop floors
- Clean windows and window tracks
- Dust blinds or other window fixtures
- Wipe down walls/wall tile/wainscoting
- Dust light fixtures
- Wipe down doors, trim, and baseboards
- Sanitize door handles and light switches
- Clean vent covers
- Dust wall art, frames, & decorative items

### FINISH UP

- Replace burned out light bulbs
- Spray room with air freshener
- Stock toilet paper, cotton balls, Q-tips, and other paper products
- Fill soap dispenser
- Empty trash can and wash inside of bin
- Pour vinegar down sink and shower drains to prevent clogs