

# CLEANING



## Checklist

### DAILY

- Wipe down all countertops
- Sweep floors and spot clean with a mop if needed
- Wash, dry, and put away dishes or load dishwasher
- Put away other items that are out of place
- Empty trash can if needed

### WEEKLY

- Clean and disinfect countertops
- Wipe down fronts of all cabinets and drawers
- Spot clean inside and outside of refrigerator/freezer
- Clean inside and outside of microwave
- Clean stovetop and outside of oven and run self-cleaning if needed
- Clean and disinfect sink, including garbage disposal
- Sweep/vacuum and mop floors and shake out/vacuum rugs
- Wipe down outside of trash can

### THINGS TO DECLUTTER

- Expired food and condiments in pantry, fridge, and freezer
- Plastic food storage items that are missing lids or broken
- Paper clutter (expired coupons, old notes, etc)
- Take out items from restaurants (condiments, cutlery, etc)
- "Junk" that has collected in the junk drawer
- Old kids' cups or water bottles that are broken or worn out
- Extra plastic grocery bags
- Serving dishes/utensils that you haven't used in the last year
- Vases or empty jars that you haven't used in the last year
- Old dish sponges, rags, or towels
- Pots, pans, bakeware, and utensils that are in poor condition
- Extra coffee cups or plastic souvenir cups
- Pet treats or food that your pets don't like

# DEEP CLEANING



## Checklist

### STRAIGHTEN UP

- Clear items from countertops
- Put away paper clutter
- Remove unwanted items from front of refrigerator
- Empty trash can
- Wash and dry dishes
- Load or empty dishwasher
- Put away other items that are out of place

### DECLUTTER & ORGANIZE

- Declutter and organize pantry and throw out expired foods
- Remove everything from cabinets & drawers (1 at a time), wipe down insides, declutter/organize items, and replace
- Declutter countertops
- Organize refrigerator/freezer and throw out expired foods
- Declutter and organize under sink and cleaning supplies

### CLEAN CABINETS & COUNTERS

- Clean and disinfect countertops
- Wipe down outside of cabinets/drawers including handles and pulls
- Dust top of cabinets
- Scrub baseboards of cabinets

### CLEAN APPLIANCES

- Clean inside and outside of microwave
- Clean stovetop including grates/knobs
- Run self-clean cycle on oven
- Remove everything from refrigerator and freezer, wash shelves/walls/drawers, and replace items
- Wipe down outside of all appliances

### 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 cover
- Clean backsplash

### FINISH UP

- Replace burned out light bulbs
- Spray room with air freshener
- Fill hand/dish soap
- Wash or replace dish sponge/rag
- Clean and oil all cutting boards
- Change water filter on coffee maker
- Change refrigerator water filter