

# CLEANING



## Checklist

### DAILY

- Reset the sofa - Fold blankets and fluff pillows
- Take 5-10 minutes a few times a day to pick up clutter
- Return any remotes to their rightful places
- Sweep the floors/ Spot clean any messes or spills

### WEEKLY

- Clean and vacuum under the couch
- Vacuum the couch cushions and underneath them
- Wipe down the coffee table and TV stand
- Dust all hard surfaces
- Mop the floor or vacuum carpet

### THINGS TO DECLUTTER

- Old magazines, newspapers, or books
- Worn-out throw pillows or blankets you no longer use
- Seasonal decor items or decor you no longer want
- Coasters that you don't use
- Remotes for electronics that you no longer use
- Kids' toys or other things that don't belong in the living room
- VHS tapes/DVDs
- Candles that are almost entirely burned down
- Worn-out pet toys
- Random knick-knacks that just collect dust

# DEEP CLEANING



## Checklist

### STRAIGHTEN UP

- 1
  - Clear items from coffee table/end tables
  - Put away paper clutter like newspapers
  - Fold blankets
  - Fluff up pillows and couch cushions
  - Clear any trash from the room
  - Put away other items that are out of place

### CLEAN FURNITURE

- 4
  - Dust all hard surfaces - coffee table, end tables, mantel, bookshelves, etc
  - Wipe down ceiling fan and light fixtures
  - Dust TV and gently wipe down screen
  - Clean all glass surfaces/furniture with glass cleaning spray

### DECLUTTER & ORGANIZE

- 2
  - Declutter and organize living room storage - baskets, bookshelves, etc.
  - Remove everything from cabinets & drawers (1 at a time), wipe down insides, declutter/organize items, and replace
  - Declutter solid surfaces - tables, trays, etc
  - Declutter fireplace mantel/hearth

### CLEAN FLOORS & WALLS

- 5
  - Wipe down walls and wall hangings
  - Wipe down and dust the blinds and curtain rods
  - Dust hanging light fixtures
  - Clean the windows and window tracks
  - Wipe down doors, trim, and baseboards
  - Sanitize door handles and light switches
  - Shampoo carpet to remove any tough stains
  - Sweep/mop/vacuum the floors

### CLEAN FABRICS & LINENS

- 3
  - Vacuum fabric on couches, chairs, etc
  - Use a lint brush on lampshades
  - Vacuum all area rugs/carpet
  - Remove curtains and wash on the appropriate setting/Tumble dry/Rehang
  - Remove throw pillow and couch cushion covers and wash/dry
  - Wash and dry blankets
  - Spot clean throw pillows
  - Spot clean other fabric stains

### FINISH UP

- 6
  - Replace any burnt-out light bulbs
  - Spray the living room with air freshener
  - Put up cleaning supplies and vacuum
  - Throw away any trash you've gathered up
  - Return other items you've decluttered to their proper places