

*the ultimate.*  
**spring.**  
**cleaning**  
*checklist*



# *A letter from your agent* **TAMMI HOERNER**



The flowers are blooming, the birds are serenading, and our house still feels like it's stuck with winter blues. Spring cleaning is a tradition that allows us to freshen up our homes and get a head start on the hectic seasons of spring and summer. Originally, spring cleaning was a grueling ritual made necessary by long winters of heating with wood, kerosene and candles that left a layer of soot and grime throughout the home. Today, spring cleaning is much less an onerous chore and more an opportunity to throw open the windows, let some fresh air in, and make our homes clean, happy and efficient spaces.



# *Get* Motivated

### Listen To Music

Whether you choose the radio, an mp3 player, or your favorite playlist on the computer, music will help you be more excited about cleaning. Choose upbeat music, it will make you work faster and as an added benefit it can count as light exercise.

### Wear Real Clothes

Not your best clothes of course, but not pajamas. Really getting dressed down to comfy shoes can help tell your mind that you've got work to do. If you start cleaning in your bed pants and house shoes, it may be more difficult to take the work seriously, and therefore get it done quickly.

### Set a Deadline

Invite someone over for dinner. You'll be more motivated to clean because you have to get it done by a certain time. Be careful to give yourself enough time to actually get your cleaning done. You can also use a timer. This works really well with kids. Try to beat your last "record" for cleaning. Kids will actually get excited trying to beat the clock.

### Give Yourself a Reward

This can be something you purchase..."If I finish my daily cleaning, I can buy that new book I've been wanting." Or, it can be time doing something you really enjoy..."When the master closet is reorganized, I can spend two hours scrapbooking." Creating a reward for yourself when you've finished a dreaded chore can be a great motivating tool.

# *Cleaning.* Overview

### Organize and Clear the Clutter

One of the biggest parts of spring cleaning is getting rid of clutter that you don't need. Now is a good time to advantage of the natural spring urge to get rid of items that are weighing you down and begin fresh with a more streamlined lifestyle. A systematic four-step approach to identifying problems, analyzing reasons, determining solutions, and implementing remedies can be extremely productive at this time of year. Sorting your belongings into four categories —throw-away, give-away, store-away, or put-way—can also be effective as you begin the spring-cleaning process.

Now is a great time to plan a garage sale or to donate items to good causes. Cleaning will be a lot easier when the clutter is gone.

### Get the Family Involved

If you need a little help in your cleaning endeavors, get your family involved. Even the most unwilling helper can make a big difference in the workload. Don't worry: There are ways to deal with even the most reluctant helpers. This is actually a great time of year to get the entire family to work together. Try throwing on some music or establishing a family reward as an incentive to get the work done.

### Tackle the Seasonal Chores

There are some special chores that need to be done seasonally. We ignore them for most of the fall and winter, but now it is time to bite the bullet and get these things clean. Even though these chores only need to be done once or twice a year, they will help your home run look better and run smoothly. Outdoor chores like cleaning grills, patios, and windows can be a little intimidating, but there are some simple tricks that can keep the jobs manageable.

## 4 bucket Method

We all aspire to a more streamlined life, but getting rid of the clutter in your home is not as easy as it sounds. Even the things we might have used only once or twice seem to call out to us with its greater purpose in the scheme of our lives once faced with the trash can. With this simple-to-follow method, with a little willpower, it is possible to give clutter a life far away from yours.

Find 4 boxes and label them with the 4 categories:

*throw  
away*

Throw Away: This box should include any item that you do not need or want, but that is not worth donating or selling. Damaged and broken items should be included in the trash if they are not worth someone buying it and repairing it.

*give  
away*

Give Away: Here is your chance to be generous. Think about the uses someone else might get out of the items vs. the use it gets in your home buried in cabinets or closets. You should also consider the financial benefits of selling your stuff at a garage sale.

*store  
away*

Store Away: This is where you put items that you cannot part with but do not need on a regular basis. Make an inventory of the items as you box them. Group similar items together. Remember one good way to clean out closets is to store out of season clothing.

*put  
away*

Put Away: This should be your smallest category. These are items that need to be out on a regular basis. Monitor yourself by determining if you have a place for each item. If the items in this box will not fit into your home without cluttering an area up, try to reassess if you really need them. If you do need these essentials, try to come up with a storage solution that fits into your home.

## 4 bucket Method

continued...

Working room by room, sort items into the appropriate boxes. Work with one item at a time determining its proper place in your newly organized life. Do not forget to go through closets, cabinets, and storage spaces. Removing clutter from rooms like the kitchen and bathroom may be very easy to do, while rooms with storage containers and closets may take a lot more time.

Work on one room at a time to provide yourself with an easy stopping point for interruptions. When you come to a stopping point, be sure to throw out the trash immediately. Box up the storage box. Place the giveaway/sell box in the garage, or out of sight. If you allow yourself to contemplate the decisions you have made, your brain can trick you into rescuing the clutter.

### Things To Remember

Items are not equivalent to memories of the person who gave them to you, but pruning items with an emotional attachment can be difficult. Consider carefully if you need the item to have the memory or emotional attachment. If you simply aren't sure, consider storing items on a trial basis, or giving them to another family member for safekeeping.

Get rid of old clothing even if it's the size you used to be and hope to return to. It's tempting to keep them for when you reach your goal but think about instead rewarding yourself with a new wardrobe when you get to your goal weight.

Keeping things just because you might need them someday may seem like a good reason for clogging your closets. Remind yourself that what you really need is space and organization.

# 7. Kitchen

- \_\_\_ Open windows.
- \_\_\_ Remove and clean window coverings.
- \_\_\_ For each cabinet or drawer: Remove items, wipe out drawer, place items back neatly.
- \_\_\_ Wash and sanitize cutting boards
- \_\_\_ Wash cabinet doors and knobs
- \_\_\_ Clean and organize pantry.
- \_\_\_ Check food expiration dates.
- \_\_\_ Clean oven.
- \_\_\_ Clean stove top. Remove elements and drip bowls, if applicable, wash and put back.
- \_\_\_ Clean and organize fridge and freezer.
- \_\_\_ Check food expiration dates.
- \_\_\_ Clean under fridge and stove.
- \_\_\_ Vacuum refrigerator coils.
- \_\_\_ Clean microwave.
- \_\_\_ Clean crumbs out of toaster.
- \_\_\_ Wipe down any other counter appliances
- \_\_\_ Wash and shine sink. Shine faucet. Clean drain.
- \_\_\_ Clean Dishwasher with vinegar.
- \_\_\_ Dust light fixtures.
- \_\_\_ Wash windows and window sills. Remove window screens and wash.
- \_\_\_ Wash switch plates.
- \_\_\_ Wash walls and trim as needed.
- \_\_\_ Wash doors and door knobs.
- \_\_\_ Wash counters and back splash.
- \_\_\_ Wash floor registers and other vent covers
- \_\_\_ Sweep and wash floor.

# 2. Dining Room

- \_\_\_ Open windows.
- \_\_\_ Wash curtains.
- \_\_\_ Wipe down table and chairs.
- \_\_\_ Wipe down or dust other furnishing.
- \_\_\_ Clean chair
- \_\_\_ Polish table, if necessary
- \_\_\_ Create a pretty spring vignette on table!
- \_\_\_ Dust any displayed china or serving dishes.
- \_\_\_ Launder table linens.
- \_\_\_ Shine silverware.
- \_\_\_ Dust art.
- \_\_\_ Wash windows and window sills. Take out and wash window screens.
- \_\_\_ Wash switch plates
- \_\_\_ Wash walls and trim.
- \_\_\_ Wash doors and door knobs
- \_\_\_ Wash floor registers and other vent covers.
- \_\_\_ Clean floors.



# 3. Living Room

- \_\_\_ Open windows
- \_\_\_ Vacuum sofas
- \_\_\_ Spot clean sofas, if applicable
- \_\_\_ Launder throw pillows and blankets
- \_\_\_ Dust shelves, furniture and decor
- \_\_\_ Clean lamps and lampshades
- \_\_\_ Wash windows and window sills
- \_\_\_ Take out and wash window screens
- \_\_\_ Clean television screen
- \_\_\_ Carefully dust electronics
- \_\_\_ Tidy electronics wires. Tuck nicely out of sight
- \_\_\_ Sort through music and DVD collections. Purge things that no longer suit your families interests. Organize what is left in an attractive manner
- \_\_\_ Sort books and magazines. Donate or recycle ones that no longer suit your families interests
- \_\_\_ Wash hard plastic children's toys with warm soapy water. Rinse and dry. Launder stuffed toys. Donate or store toys that your children have grown too old for
- \_\_\_ Wash switch plates
- \_\_\_ Wash walls and trim as needed
- \_\_\_ Wash doors and knobs
- \_\_\_ Wash floor registers and other vent covers
- \_\_\_ Clean floors



# 4. Laundry Room

- \_\_\_ Open windows
- \_\_\_ Wash windows and window sills
- \_\_\_ Take out and wash window screens
- \_\_\_ Wash cabinet doors
- \_\_\_ Wash inside cabinets
- \_\_\_ Wash laundry sink. Shine faucet. Clean drains
- \_\_\_ Wash outside of washer and dryer
- \_\_\_ Wash inside of washing machine
- \_\_\_ Wash lint trap with soap and water to remove filmy build-up from laundry soaps and dryer sheets. Let air dry thoroughly before putting back in place
- \_\_\_ Wash switch plates
- \_\_\_ Wash walls and trim
- \_\_\_ Wash doors and door knobs
- \_\_\_ Wash floor registers and other vent covers
- \_\_\_ Sweep and wash floors
- \_\_\_ Reseal grout lines, if applicable



# 5. Bathrooms

- \_\_\_ Open windows
- \_\_\_ Wash windows and window sills
- \_\_\_ Take out and wash window screens
- \_\_\_ Wash cabinet doors
- \_\_\_ Wash inside cabinets
- \_\_\_ Dust down the ceiling and corners
- \_\_\_ Dust the vents and fans
- \_\_\_ Scrub the shower and tub
- \_\_\_ Clean/wash shower curtain
- \_\_\_ Scrub down the toilet
- \_\_\_ Vacuum Out the Closet
- \_\_\_ Wash down the sink and fixtures
- \_\_\_ Clean out underneath sink
- \_\_\_ Wipe Down Light Switches, Fixtures
- \_\_\_ Shake out bathroom rugs/wash
- \_\_\_ Clean Windows and Mirrors
- \_\_\_ Empty and wash out the trash can
- \_\_\_ Go through any junk drawers you may have and clean them out
- \_\_\_ Clean the Floors/Vacuum the Carpet

# 6. Bedroom

- \_\_\_ Pick Up and Put Away All Clothes, Books, Belongings
- \_\_\_ Strip the Bed
- \_\_\_ Launder the Bedding
- \_\_\_ Flip the Mattress
- \_\_\_ Push Aside the Bed and Clean Under It
- \_\_\_ Vacuum Out the Closet
- \_\_\_ Dust all Surfaces
- \_\_\_ Wipe Down Light Switches, Fixtures and Ceiling Fan
- \_\_\_ Dust down the ceiling and corners in the master bedroom.
- \_\_\_ Clean Windows and Mirrors
- \_\_\_ Wash Curtains or Clean Blinds
- \_\_\_ Remake the Bed
- \_\_\_ Go through any junk drawers you may have and clean them out
- \_\_\_ Clean the Floors/Vacuum the Carpet





# 7. Kids Room & Playroom

- \_\_\_ Pick up all trash
- \_\_\_ Find everything that belongs in another room
- \_\_\_ Put away things that are on the floor
- \_\_\_ Put away the things on the desk, dresser and nightstand
- \_\_\_ Dust
- \_\_\_ Clean any glass
- \_\_\_ Change the sheets
- \_\_\_ Make bed
- \_\_\_ Pick up all dirty clothes
- \_\_\_ Refold or rehang all clean clothes
- \_\_\_ Wipe down door and trim
- \_\_\_ Clean windows
- \_\_\_ Clean Curtains
- \_\_\_ Vacuum/mop



# 8. Stairwells

- \_\_\_ Sweep/vacuum stairs
- \_\_\_ Spot clean walls
- \_\_\_ Wipe down handrail
- \_\_\_ Dust art and light fixtures



# 9. Outside

- \_\_\_ Sweep porches and walkway
- \_\_\_ Wash thresholds
- \_\_\_ Wash exterior doors
- \_\_\_ Give front door a fresh coat of paint, if necessary
- \_\_\_ Clean or replace welcome mat
- \_\_\_ Wash siding
- \_\_\_ Change any burnt out light bulbs

# Keep Your Home Looking *Great*

## The 15 minute clean up method

If you have last-minute hosting duties or have just forgotten to clean the house in a while, use the 15-minute cleanup plan for any room (or all of your rooms). Try setting a timer and doing it all in 15 minutes.

### How a 15-Minute Cleanup Works

A 15-minute cleanup works because it recognizes that there are three types of items you need to clean up in a room. Everything falls into one of three categories:

1. Trash
2. Things that don't belong in the room.
3. Things that belong in the room, in a different place.

Having only a few categories to sort items into makes a pickup run more smoothly. The 15-minute cleanups also work because they are designed to maintain a room. Having a quick cleaning session in a room several times a week will keep your home looking great between more intense cleanings.

### What a 15-Minute Cleanup Is and Isn't

A 15-minute cleanup is a brief step-by-step guide to cleaning a room in 15 minutes or less. While the room may not be white glove clean, it will be presentable to guests. Quick cleanups are a great way to maintain a home in between more thorough cleanings. These cleanups include step-by-step instructions, a list of supplies, tips, and links for more thorough information.

A 15-minute cleanup is not the only cleaning regimen you'll need to keep your home in tip-top shape. It's not an intense cleaning, but only a brief pickup of a room. To really keep a home clean, more thorough work will need to be done according to your cleaning schedule. Before intensely cleaning a room, it's a good idea to start with that room's quick 15-minute cleanup.

# Your Spring Cleaning Guide

## Who is *Tammi*

Tammi is no stranger to Colorado Real Estate, with a husband of 25 years in the residential and commercial construction industry, building and selling personal residences along the way, coming to real estate in late 2019 was an organic transition. She is passionate and committed to delivering the highest levels of service, support and successful transactions. She is a two time award winning agent, active Keller Williams Advanced Leadership Council member, Realtor® with SMDRA and certified Pricing Strategy Advisor.

Prior to real estate, Tammi's passion for helping people manifest their dreams showed in her decade long career as a health & lifestyle coach and mentor to up and coming coaches internationally through IIN, which is based in New York City.

When not in the throws of helping her clients with their real estate goals, Tammi is spending time with her family, playing with her fur babies, reading, crafting, or enjoying Colorado's beautiful outdoors.

Next Steps...

Ready to work together? Call to find out how Tammi can make your real estate experience one you won't forget!

thoerner@kw.com  
sweethomescolorado.net  
303-304-7460

