

## ENTRYWAY

## KITCHEN

### The Basics:

- Open windows
- Dust light fixtures
- Wash blinds and window coverings
- Clean windows and window sills
- Wash walls, doors, trim and switch plates if needed. And door knobs too!
- Dust floor registers and other vent covers
- Sweep and wash floors
- Clean or replace welcome mat and entry mat
- Sweep porch
- Wash threshold

### The Extras:

- Give your front door a fresh coat of paint.
- Tidy and declutter coat closets. Wash walls of closet if they are muddy/dirty.
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### The Basics:

- Open windows
- Dust light fixtures
- Wash blinds and window coverings
- Clean windows and window sills
- Wash walls, doors, trim and switch plates if needed. And door knobs too!
- For each cabinet or drawer: remove items, wash drawer, place items back in neatly. Declutter as you go so that you have less to clean next time!
- Wipe down cabinet exteriors and appliance fronts
- Clean stove top. Remove elements and drip bowls, if applicable, wash and put back
- Clean oven
- Clean dishwasher
- Clean and organize fridge and freezer. Defrost freezer if necessary. Check food expiry dates.
- Tidy pantry. Check food expiry dates
- Clean under fridge and stove
- Vacuum refrigerator coils
- Clean small appliances, such as microwave, toaster, and stand mixer
- Descale kettle and coffee pot with vinegar
- Wipe down counters
- Shine sink and faucet
- Dust floor registers and other vent covers
- Sweep and wash floors

### The Extras:

- Wash and sanitize cutting boards
- Sharpen knives
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# BATHROOMS

## The Basics:

- Open windows
- Dust light fixtures
- Wash blinds and window coverings.
- Clean windows and window sills.
- Shine mirror
- Wash walls, doors, trim and switch plates if needed. And door knobs too!
- Wash exterior of cabinets and vanities
- Clean sink, tub or shower, and toilet. Shine faucets.
- Dust floor registers and other vent covers
- Sweep and wash floors

## The Extras:

- Empty cabinets and vanity. Wash inside, replace items neatly. Discard expired medications and cosmetics.
- Remove seat from toilet to clean around the seat bolts.
- Remove window screens and wash the dust off them outdoors with a garden hose.
- Clean and reseal grout if necessary
- Declutter linen closets
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# BEDROOMS

## The Basics:

- Open windows
- Dust light fixtures and ceiling fans
- Dust furnishings and art
- Launder bedding, bed skirts, and curtains.
- Wash pillows and duvets in hot water.
- Air out mattress pads or area rugs if you have them.
- Move bed, sweep under it. Sort and put away anything that was under the bed.
- Clean windows and window sills.
- Wash walls, doors, trim and switch plates if needed. And door knobs too!
- Dust floor registers and other vent covers
- Sweep and wash floors or vacuum carpets

## The Extras:

- Declutter and clean dressers and closets. Donate items you no longer wear.
- Freshen mattress by sprinkling with baking soda, letting it sit briefly, and then vacuuming it up. (for an extra treat, add a few drops of lavender to the baking soda first!)
- Remove window screens and wash the dust off outdoors with a garden hose.
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**The Basics:**

- Open windows
- Dust light fixtures
- Wash blinds and window coverings
- Clean windows and window sills
- Wash walls, doors, trim and switch plates if needed. And door knobs too!
- Sort loose papers and clear work surfaces of clutter
- Dust floor registers and other vent covers
- Dust electronics and clean computer screen(s)
- Dust surfaces
- Sweep and wash floors or vacuum carpet

**The Extras:**

- Back up family photos and important files if you haven't done so recently.
- Organize any drawers and cabinets that need it
- Tidy electronics wires. Tuck nicely out of sight. Label them, if practical.
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**The Basics:**

- Open windows
- Dust light fixtures
- Wash blinds and window coverings
- Clean windows and window sills
- Wash walls, doors, trim and switch plates if needed. And door knobs too!
- Wash cabinet doors
- Wash inside cabinets
- Wash Laundry sink. Shine faucet.
- Wipe down exterior of washer and dryer
- Wash inside of washing machine
- Wash lint trap with soap and water to remove filmy build-ups. Let air dry thoroughly before putting back in place.
- Dust floor registers and other vent covers
- Sweep and wash floors

**The Extras:**

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# DINING SPACE

## The Basics:

- Open windows
- Dust light fixtures and ceiling fans
- Wash curtains
- Wipe down table and chairs. Polish table, if applicable.
- Wipe down or dust other furnishings.
- Dust art or wall hangings
- Dust any displayed china or serving dishes
- Wash chair pads, if applicable.
- Clean windows and window sills.
- Wash walls, doors, trim and switch plates if needed. And door knobs too!
- Dust floor registers and other vent covers
- Sweep and wash floors

## The Extras:

- Shine silverware
- Put a vase of fresh flowers on the table to welcome spring!
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# LIVING ROOM

## The Basics:

- Open windows
- Clean windows and window sills.
- Wash blinds and window coverings.
- Dust electronics
- Dust shelves, furniture, and décor
- Clean television screen
- Dust light fixtures and vacuum lampshades
- Vacuum and spot clean upholstery.
- Launder throw pillows and blankets
- Wash walls, doors, trim and switch plates if needed. And door knobs too!
- Sweep and wash floors or vacuum carpets
- Dust floor registers and other vent covers

## The Extras:

- Tidy electronics wires. Tuck nicely out of sight. Label them, if practical.
- Sort through music and DVD collections. Purge things that no longer suit your family's interests.
- Sort books and magazines. Donate or recycle ones that no longer suit your family's interests.
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**“Have nothing in your home that you do not know to be useful or believe to be beautiful.”**

**~William Morris**