

#### lack

#### FOYER



- Dust lighting fixtures.
- Wash walls and trim
- Wash doors, knobs & switch plates.
- Wash bench or other furnishings.
- Empty out coat closet.
- Wash walls and floor, if needed.
- Sort items as you return them to the closet.
- Store out of season items, donate unneeded items.
- Clean or replace entry mat.
- Sweep and scrub floors.
- Reseal grout lines, if necessary.

#### ◆BEDROOMS◆

- Open windows for fresh air
- Dust furniture thoroughly.
- For each drawer: remove items, wash drawer, place items back.
- Sweep, wash floor, and organize closets. Donate unused items.
- Bed maintenance: Move, sort under-bed items, vacuum.
- Freshen the mattress with baking soda.
- Launder bedding, curtains, pillows, and duvet. Air out mattress pad.
- Dust lights, clean lamp shades.
- Wash windows, sills, screens, switchplates, and vent covers etc.
- Wash walls, trim, door,doorknobs, and mirrors. Dust art.





#### ◆BATHROOMS

- Open windows.
- Empty all cabinets and vanity.
- Wash inside and replace items.
- Wash outside of cabinets and vanities.
- O Clean tub. Clean drain. Wax.
- Clean toilet, inside and out.
- Clean sink and drain.
- Shine faucets.
- Clean mirror and frame.
- Dust light fixtures.
- Wash window and window sills.
- Wash switch plates, wash walls and trim. Door and knobs too.
- Wash floor registers and other vent covers.
- Sweep and wash floors.
- Reseal grout lines.

#### KITCHEN

- Open windows.
- Remove and clean window covers.
- For each drawer & cabinet:
  Remove items, wipe the drawer,
  and place items back. Discard.
- Sharpen knives.
- Clean and organize pantry
- Clean oven and stovetop.
- Clean and organize fridge and freezer. Defrost, if needed.
- O Clean under stove and fridge.
- Clean refrigerator coils.
- O Clean microwave.
- O Clean crumbs out of the toaster.
- Clean and descale kettle.
- Wash counters and backsplash.
- Wash and shine sink
- Clean dishwasher





#### KITCHEN

- Dust light fixtures.
- Wash window and window sills.
- Wash switch plates.
- Wash walls and trim.Wash door and door knobs.
- Wash floor registers and vents.
- Sweep and wash floor.
- Reseal grout lines, if needed.

#### ◆DINING ROOM ◆

- Open windows.
- Wash curtains.
- Wipe down the table and chairs.Wipe down other furnishing.
- O Clean chair pads, if applicable.
- Polish table, if necessary
- Create a pretty spring vignette on the table!
- Dust any displayed china or serving dishes. Dust art.
- Launder table linens.
- Shine silverware.
- Wash windows and window sills.
- Wash switch plates
- Wash walls and trim.
- Wash doors and door knobs
- Wash floor registers and Clean floors.





### ◆ 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.
- Sort through music and DVD collections.
- Sort books and magazines.

### ◆LIVING ROOM ◆

- Wash hard plastic children's toys with warm soapy water. Rinse and dry.
- Launder stuffed toys.
- Wash switch plates.
- Wash walls and trim as needed.
- Wash doors and knobs.
- Wash floor registers and other vent covers.
- O Clean floors.





### **♦**LAUNDRY ROOM**♦**

- Open windows.
- Wash windows and window sills.
- 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
- 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 application

#### ♦ STAIRWELLS ♦

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

### OUTSIDE

- Sweep porches and walkways.
- Wash thresholds.
- Wash exterior doors. Paint fresh, if necessary.
- Clean or replace the welcome mat.
- Wash siding.



NOTES