

SPRING CLEANING

CHECKLIST



A LETTER FROM YOUR AGENT

Homeownership comes with pride — and responsibility. With busy schedules and life moving fast, routine maintenance can easily get pushed aside.

Here in Florida, our homes face extra wear from heat, humidity, storms, and salt air. Small issues that go unnoticed can quietly turn into bigger (and more expensive) problems over time.

This checklist is designed to make maintenance simple and manageable, helping you stay ahead of repairs, protect your investment, and keep your home market-ready should you ever decide to sell.

As always, if you have questions about your home or the market, we're here as a resource — today and down the road.

Warmly,
Your Paradise Team
Coldwell Banker Realty

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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 bonus, it counts 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

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.

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.

CLEANING OVERVIEW

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:

1

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.

2

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.

3

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.

4

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

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.

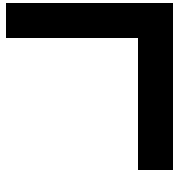
THINGS TO REMEMBER

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.

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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.

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.
- Clean under fridge and stove.
- Vacuum refrigerator coils.
- Clean microwave.
- Clean crumbs out of toaster.

KITCHEN



- 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.

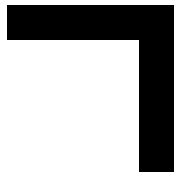


DINING ROOM



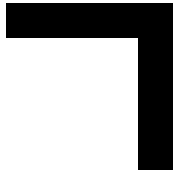
- Open windows.
- Wash curtains.
- Wipe down table and chairs.
- Wipe down or dust other furnishing.
- Clean chair
- Polish table, if necessary
- Create a pretty spring vignette on table!
- Dust any displayed china or serving dishes.
- Launder table linens.
- Shine silverware.
- Dust art.
- Wash windows 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.

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

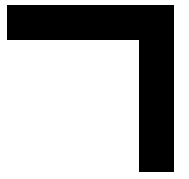
LIVING ROOM



- Wash switch plates
- Wash walls and trim as needed
- Wash doors and knobs
- Wash floor registers and other vent covers
- Clean floors



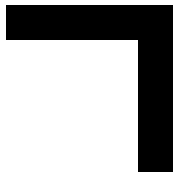
LAUNDRY ROOM



- 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

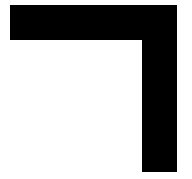


BATHROOMS



- 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

BATHROOMS



- 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



BEDROOMS



- 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



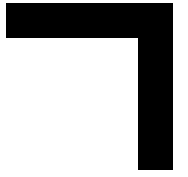
KIDS ROOM & PLAYROOM



- 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



STAIRWELLS

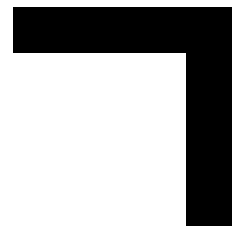


- Sweep/vacuum stairs
- Spot clean walls
- Wipe down handrail
- Dust art and light fixtures

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





15

MINUTE CLEAN UP METHOD

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.



OUR PROMISE TO YOU

ONE

I promise to tell you the truth about your property.

TWO

I promise to respect your confidence.

THREE

I promise to give you good advice.

FOUR

I promise that you will understand what you're signing.

FIVE

I promise to follow through and follow up.



THANK YOU!

**YOUR PARADISE
TEAM**