



# Cleaning *checklist*

## Kitchen

- Wipe down all appliances, including the refrigerator, stove, oven, and microwave.
- Clean the stovetop, removing any burned-on food or grease.
- Clean the oven, using a self-cleaning cycle or oven cleaner as necessary.
- Clean the dishwasher, running an empty cycle with a dishwasher cleaner.
- Scrub the floors, using a mop or scrub brush to remove any dirt or stains.
- Clean all cabinets, removing any spills or stains from the surfaces.
- Empty the pantry and clean any spills or crumbs from shelves.
- Wash all dishes and put away clean ones.
- Clean any pots and pans, including the outsides and handles.
- Wipe down the walls and backsplash with a damp cloth.
- Clean the exhaust fan or range hood, removing any buildup or grease.
- Clean the garbage can, both inside and outside.
- Sweep or vacuum the kitchen, making sure to get into corners and under furniture.
- Organize pantry and cabinets, throwing out expired food or items that are no longer needed.
- Take out the trash.

## Bedroom

- Clear off all surfaces, removing any clutter, books, or other items that do not belong in the bedroom.
- Dust all surfaces, including furniture, picture frames, lamps, and shelves.
- Vacuum or sweep the floors, making sure to get into corners and under furniture.
- Clean the windows, including the frames and sills.
- Wash or dust curtains, blinds, and other window treatments.
- Wipe down electronics, such as televisions and speakers.
- Clean mirrors with glass cleaner.
- Wash or change bed sheets, pillowcases, and comforters.
- Fluff and rotate any pillows and cushions.
- Vacuum or clean rugs or carpets in the room.
- Clean upholstery, such as chairs or a headboard, using a vacuum or upholstery cleaner.
- Clean decorative items, such as vases or figurines, with a damp cloth.
- Clean light fixtures, replacing bulbs as necessary.
- Clean the walls and baseboards with a damp cloth.
- Organize any clothing or accessories, including putting away any dirty clothes and shoes.
- Take out the trash.



# Cleaning *checklist*

## Living room

- Dust all surfaces, including furniture, picture frames, lamps, and shelves.
- Vacuum or sweep the floors, making sure to get into corners and under furniture.
- Clean the windows, including the frames and sills.
- Wash or dust curtains, blinds, and other window treatments.
- Wipe down any electronics, such as televisions and speakers.
- Clean any rugs or carpets in the room, using a vacuum or carpet cleaner.
- Clean any upholstery, such as sofas or chairs, using a vacuum or upholstery cleaner.
- Clean any decorative items, such as vases or figurines, with a damp cloth.
- Clean any light fixtures, replacing bulbs as necessary.
- Clean the walls and baseboards with a damp cloth.
- Organize any books or other items on shelves.
- Put away any items that do not belong in the living room.
- Freshen up the room by adding plants, flowers, or scented candles.
- Take out the trash.

## Home office

- Clear off all surfaces, including the desk, shelves, and other furniture.
- Sort through papers and other items on the desk, determining which ones can be thrown away or filed.
- Dust all surfaces, including the desk, shelves, and other furniture.
- Clean any computer screens or other electronics with a microfiber cloth.
- Vacuum or sweep the floors, making sure to get into corners and under furniture.
- Wipe down any windows or mirrors in the room with glass cleaner.
- Wash or dust curtains or blinds in the room.
- Clean any light fixtures or bulbs in the room.
- Clean any decorative items, such as pictures or wall hangings, with a damp cloth.
- Organize any paperwork or other items that need to be filed, making sure they are easily accessible.
- Organize any books or other materials on shelves.
- Check any pens, pencils, or other writing materials to make sure they are still working.
- Wipe down the phone or other communication devices with a damp cloth.
- Clean any cabinets or drawers, removing any spills or stains from the surfaces.
- Take out the trash.



# Cleaning *checklist*

## Bathroom

- Clear out any clutter and put away any items that do not belong in the bathroom.
- Remove bath mats and other floor coverings, and shake them outside to remove dust and debris.
- Dust all surfaces, including countertops, shelves, and the top of the toilet tank.
- Spray a bathroom cleaner on the sink, countertop, toilet, shower, and tub.
- Use a scrub brush to scrub the sink, shower, tub, and toilet. Be sure to get the grout and any hard-to-reach areas.
- Rinse everything with water and dry with a clean towel.
- Wipe down the mirrors and any other glass surfaces with glass cleaner and a clean cloth.
- Clean the toilet bowl with a toilet brush and toilet cleaner.
- Sweep or vacuum the floor, paying attention to corners and edges.
- Mop the floor with a cleaner appropriate for the type of flooring in the bathroom.
- Replace the bath mats and other floor coverings.
- Empty the trash and replace the trash bag.

## Miscellaneous

- Staircase: Vacuum or sweep the stairs, wipe down the handrails, and polish the banisters.
- Hallways: Sweep or vacuum the floor, dust the surfaces, and clean any mirrors or pictures.
- Closets: Vacuum or sweep the floor, wipe down the shelves, and organize the contents.
- Garage: Sweep the floor, organize the tools, and clean any spills or stains.

## Laundry room

- Clear off all surfaces, removing any clutter, detergent containers, or other items that do not belong in the laundry room.
- Dust all surfaces, including shelves, cabinets, and machines.
- Clean the washing machine and dryer, including the drum, lint trap, and exterior surfaces.
- Clean any sinks or utility tubs in the room.
- Sweep or vacuum the floors, making sure to get into corners and under machines.
- Mop or scrub the floors as necessary.
- Wipe down shelving or storage units with a damp cloth.
- Organize laundry supplies, such as detergent, fabric softener, or dryer sheets.
- Clean windows in the room, including the frames and sills.
- Wash or dust curtains or blinds in the room.
- Clean light fixtures or bulbs in the room.
- Clean decorative items, such as pictures or wall hangings, with a damp cloth.
- Clean rugs or mats in the room.
- Wipe down any doors or doorknobs in the room.
- Take out the trash.