**DATE**

**HOUSE CLEANING CHECKLIST**

# Kitchen

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  Clean counter tops Clean microwave inside/outside  Wipe down cabinets/hardware  Clean outside of appliances Polish stainless steel appliances  Clean refrigerator inside Clean range vent/filter  Clean and sanitize sinks  Sweep and wash floors**Dining Room** |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **M** | **T** | **W** | **T** | **F** | **S** | **S** |
|  Clean windows/window treatments  Clean/polish table and chairs Sweep/mop hard floors Vacuum carpets/area rugs**Bathrooms** |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **M** | **T** | **W** | **T** | **F** | **S** | **S** |
|  Clean/sanitize sinks Clean/sanitize tubs, shower, toilet  Clean mirrors and glass Clean and polish fixtures Dust light fixtures and bulbs Wash floors**Bedrooms** |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **M** | **T** | **W** | **T** | **F** | **S** | **S** |
|  Change sheets Dust furniture/shelves Vacuum floor Wash windows Empty wastebaskets Dust light fixtures Put away clean laundry  Dust/mop baseboards |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

M T W T F S S

# Living Room

M T W T F S S

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  Dust all hard surfaces/shelves/blinds  Vacuum carpets/area rugs Sweep/mop hard floors Vacuum upholstered furniture  Polish wood Clean windows/window treatments**Office** |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **M** | **T** | **W** | **T** | **F** | **S** | **S** |
|  Dust office surfaces/equipment File or toss loose mail/paperwork  Clean windows/window treatments  Sweep/mop hard floors Vacuum carpets/area rugs**Stairs/Entry/Hallways** |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **M** | **T** | **W** | **T** | **F** | **S** | **S** |
|  Vacuum carpets/area rugs Sweep/mop hard floors Dust cobwebs; ceiling/baseboard  Clean windows/window treatments**Laundry/Utility Room** |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **M** | **T** | **W** | **T** | **F** | **S** | **S** |
|  Clean washer and dryer exteriors  Clean inside rim of washer Change/clean lint traps Dust light fixtures and bulbs Empty wastebasket Sweep and mop floor Clean laundry sink and fixtures Clean laundry counter/hamper**Basement/Garage** |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **M** | **T** | **W** | **T** | **F** | **S** | **S** |
|  Empty wastebaskets  Organize/dust shelves  Sweep/mop floor Put away tools/supplies |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

[www.smead.com/organomics](http://www.smead.com/organomics)

© 2010 Smead Manufacturing Company