

Throughout the House

- ☐ Wipe down baseboards, moldings and window sills
- ☐ Clean fingerprints and smudges off of doors and walls
- ☐ Sanitize doorknobs, light switches, keypads and other frequently touched surfaces
- ☐ Dust/clean blinds and shades. Wash curtains/drapes
- ☐ Switch from insulated drapes to summer drapes (if applicable)
- ☐ Dust the cobwebs off of ceilings and out of the corners of rooms
- ☐ Dust/clean light fixtures, lamp shades, and ceiling fans
- ☐ Dust off air vents and returns
- ☐ Dust wood furniture, and polish/wax (if appropriate)
- ☐ Dust books, pictures and knick knacks; wash glass items that need extra attention
- ☐ Dust/clean plants (real and artificial)
- ☐ Clean fingerprints off of painted furniture
- ☐ Clean all smoke detectors (following manufacturer's recommendations). Replace batteries, and test
- ☐ Shampoo or spot treat your carpet and rugs, as needed
- ☐ Clean and wax wood floors (if applicable)
- ☐ Sweep and mop ceramic tile and stone floors. Reseal as needed
- ☐ Tackle junk piles
- ☐ Return items to their proper rooms
- ☐ Replace air filters
- ☐ Replace burned out light bulbs, inside and out
- ☐ Scrub out trash cans
- ☐ _____
- ☐ _____

Kitchen

- ☐ Dust off tops of cabinets, shelves and refrigerator.
- ☐ Dust off cookbooks. Get rid of any that you don't use.
- ☐ Wipe down the kitchen cabinets, inside and out.
Use a degreaser (like vinegar) to remove any build up.
- ☐ Sanitize cabinet knobs and pulls
- ☐ Wipe out the insides of drawers; reorganize; and get rid of things you don't need
- ☐ Wipe down the pantry shelves, and reorganize the contents. Check for expired foods; make a note of things that need to be restocked
- ☐ Wash silverware tray
- ☐ Wash the dish rack
- ☐ Deep clean kitchen appliances – oven, microwave, refrigerator, dishwasher, toaster, coffeemaker, stove eyes, etc.
- ☐ Clean range hood and vent
- ☐ Clean grease spatters off of walls
- ☐ Clean counters and backsplash
- ☐ Scrub the kitchen faucet to remove hard water deposits
- ☐ Clean and deodorize the drain
- ☐ Sanitize the sink, and scrub out any stains
- ☐ Sanitize cutting boards, and treat them with mineral oil
- ☐ Sharpen knives
- ☐ Deep clean any pots and pans in need of attention
- ☐ Vacuum refrigerator coils
- ☐ Vacuum/sweep under the stove and cabinets
- ☐ Sweep and mop the floor
- ☐ Wash any throw rugs

Kitchen, cont'd.

- ☐ Wash placemats/tablecloth
- ☐ Put a fresh box of baking soda in the fridge
- ☐ Replace water filters – both faucet and refrigerator (if applicable)
- ☐ Recaulk/regROUT as needed. Reseal grout as needed
- ☐ Reseal stone surfaces, as needed
- ☐ Add loose recipes to your recipe binder (You can [click here](#) to print.)
- ☐ Clean out the junk drawer
- ☐ _____
- ☐ _____

Bathrooms

- ☐ Dust bathroom fan
- ☐ Soak shower head in vinegar to remove mineral deposits
- ☐ Declutter vanity inside and out.
- ☐ Toss and replace old/expired beauty products
- ☐ Get rid of expired sunscreen, and replace with new bottles
- ☐ Go through medicine cabinet, and toss expired meds; buy replacements
- ☐ Restock first aid kit
- ☐ Wipe down inside of drawers and cabinets
- ☐ Clean mirrors
- ☐ Clean toothbrush holder and soap dispenser
- ☐ Sanitize toothbrushes
- ☐ Scrub the bathroom faucet to remove hard water deposits
- ☐ Deep clean shower/tub.
- ☐ Wash shower curtain, and replace liner

- ☐ Wash bathroom rugs
- ☐ Clean toilet inside and out. Be sure to include the handle and base.
Tackle any mineral deposits
- ☐ Sweep and mop the floor
- ☐ Recaulk/regROUT as needed. Reseal grout, as needed
- ☐ Reseal stone surfaces, as needed
- ☐ _____
- ☐ _____

Bedrooms

- ☐ Air out feather beds, pillows, duvets and comforters on a sunny day
- ☐ Wash mattress pads, dust ruffles, comforters and pillows
- ☐ Vacuum mattresses. Then, flip/rotate them (not always necessary with newer mattresses)
- ☐ Vacuum under beds and furniture
- ☐ Vacuum any upholstered furniture
- ☐ Vacuum/sweep closet
- ☐ Swap out winter bedding with summer
- ☐ Declutter dressers and nightstands
- ☐ Weed out clothes that are worn out/you no longer wear
- ☐ Swap out your winter clothing and shoes with summer
- ☐ Reorganize jewelry. Get rid of anything you don't wear.
Clean pieces that need it.
- ☐ Clean mirrors
- ☐ _____
- ☐ _____

Kids' Rooms

- ☐ Wash hard plastic toys. Clean favorite stuffed animals (follow instructions on the tag).
- ☐ Weed out outgrown toys, clothes and shoes. Store for younger siblings or get rid of them

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Living Room/Family Room

- ☐ Vacuum sofa (be sure to get under the cushions), and spot treat any stains
- ☐ Wash furniture slipcovers, pillowcases and blankets
- ☐ Air out throw pillows on a sunny day
- ☐ Vacuum under and behind furniture
- ☐ Dust all electronics – TV, DVD player, sound system, etc.
- ☐ Dust end tables, coffee table, bookcases, mantle, entertainment center and all other surfaces
- ☐ Sanitize remote controls
- ☐ Declutter, and get rid of items you know longer need (DVDs, CDs, magazines, books, etc.). Recycle old magazines and newspapers
- ☐ Clean out fireplace for the season

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Dining Room

- ☐ Dust/clean dining room table, chairs, sideboard, etc. Be sure to get neglected spots, like legs and tops of hutches/display cabinets

- ☐ Oil or wax the dining room furniture (if appropriate)
- ☐ Spot treat any stains on chair cushions (if applicable)
- ☐ Wash table linens
- ☐ _____
- ☐ _____

Office

- ☐ Catch up on filing important paperwork
- ☐ Shred any documents with personal information that you no longer need
- ☐ Clean your computer – dust the screen; sanitize the keyboard; and vacuum between the keys
- ☐ Back up any important files
- ☐ Run a complete virus scan
- ☐ Check for software updates
- ☐ Dust off your printer and any other electronics
- ☐ Organize photos (both digital and print)
- ☐ Declutter desktop and drawers. Get rid of things you no longer need
- ☐ Vacuum/sweep under the desk and any other furniture
- ☐ Vacuum any upholstered furniture
- ☐ Clean office floor
- ☐ _____
- ☐ _____

Foyer/Hall Closet

- ☐ Go through coats, shoes, gloves, etc. Wash and store out of season items. Get rid of things that you no longer need. Make a note of items you'll need to buy for next winter.

Foyer/Hall Closet, cont'd.

- ☐ Sweep out hall closet before putting everything back
- ☐ Vacuum any upholstered furniture
- ☐ Vacuum/mop hallway
- ☐ Wash throw rugs. Spot treat area rugs

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Stairwell (if applicable)

- ☐ Sanitize handrail
- ☐ Sweep or vacuum stairs
- ☐ Clean scuff marks off of painted risers (if applicable)

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Linen Closet

- ☐ Reorganize linens. Get rid of things that you no longer need.
Make a note of things that need to be replaced.
- ☐ Pull out summer linens. Store winter linens

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Laundry Room

- ☐ Clean your washing machine. Wipe down the outside of the washer; pour two cups of vinegar into the tub; and run on the hottest setting
- ☐ Vacuum out the dryer vent
- ☐ Remove the lint tray, and scrub it to remove any build up from laundry detergent and fabric softener

- ☐ Wipe down cabinets inside and out
- ☐ Vacuum/sweep under the washer and dryer
- ☐ Clean laundry room floor
- ☐ Address any clutter
- ☐ Scrub utility sink (if applicable)

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Basement/Garage

- ☐ Sweep out the basement and garage
- ☐ Reorganize storage areas, and get rid of things you no longer need
- ☐ Defrost and clean freezer
- ☐ Scrub utility sink (if applicable)
- ☐ Put away winter items – snow shovels, fireplace tools, etc. Pull out spring/summer items – garden tools, sports equipment, etc.

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Outdoors

- ☐ Clean off porches, decks and patios; and get them set up for the season. Store any covers
- ☐ Clean the grill, and get it ready for another season
- ☐ Wash outdoor furniture (if needed)
- ☐ Clean storm windows before putting them away (if applicable)
- ☐ Wash windows

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