

## Cleaning Schedule

### Daily

- Straighten up the whole house
- Wipe counters and range top
- Make beds
- Dump kitchen garbage
- Clean up any spots and spill
- Hang up all clothes
- Read and dispose of mail and magazines
- Praise any cleaning effort

### Semi-Weekly

- Vacuum most wood areas
- Do laundry

### Weekly

- Vacuum carpets
- Sweep or dust-mop hard floors
- Deep-mop floors
- Dust furniture
- Change beds
- Spot clean handprints, etc.
- Wash glass door
- Clean mirrors
- Clean sinks
- Clean showers and tubs
- Clean toilet bowl
- Dump all trashcans

### Monthly

- Dust woodwork and high and low areas
- Catch all cobwebs
- Vacuum upholstery
- Vacuum drapes
- Vacuum blinds
- Sweep or vacuum carpet edges
- Surface clean carpeting
- Deep-wipe seats of chairs
- Clean out refrigerator
- Clean kitchen cabinet fronts
- Clean appliance fronts and tops
- Dissolve any hard-water buildup
- Wash/disinfect trash containers

### Monthly (exterior)

- Wash down-sifs
- Sweep or hose walks/driveway
- Spot clean doors
- Sweep garage

### Annually

- Wash or dry-sponge walls
- Touch up nicks in wall paint
- Clean under and behind things
- Wash hard-to-reach windows
- Wash or dry-clean drapes or curtains
- Wash window screens
- Clean light fixtures
- Wash blinds
- Wash/declutter blankets
- Shampoo carpet

### Annually (exterior)

- Clean down gutters
- Wash exterior of all windows
- Clean screens/storm doors
- Clean/sweep chimney

### Every Several Years

- Wash or otherwise clean ceilings

Remember: Clean it when it's soiled, not when it's scheduled.