

Cleaning Checklist

DAILY

- ✓ **Make the Bed**
There is nothing like getting into a freshly made bed every night!
- ✓ **Manage Clutter**
Whenever you leave a room, take a look around for anything that does not belong in that room. Place in the room where it does belong.
- ✓ **Mail & Paperwork**
Manage paperwork and mail as soon as it comes into the house.
- ✓ **Clean as you Cook**
Place used plates, utensils etc straight into the dishwasher or sink for washing.
- ✓ **Food Spills**
Wipe up spills immediately. They are much easier to manage when cleaned up quickly.
- ✓ **Sweep the Floors**
Sweep the floors in any space used on a daily basis.
- ✓ **Empty the Rubbish Bins**
Empty rubbish into appropriate bins
- ✓ **Dishwasher**
Run and empty Dishwasher

