

# Cleaning Checklist

## WEEKLY

✓ **Living Room**

Clear surfaces of any items that need to be put away, remove any items that do not belong in the room, dust surfaces/decorative items and vacuum/mop floors

✓ **Bathroom**

Change & wash all towels, clean toilets, bathtubs, shower and sinks, empty rubbish bins, mop floors and wipe mirrors

✓ **Bedrooms**

Change & wash sheets and pillowcases, empty rubbish bins, dust/wipe down surfaces & decorative items, vacuum/mop floors

✓ **Dining Room**

Dust/wipe down surfaces and decorative items, vacuum/mop floors

✓ **Entryway, Stairs & Hallway**

Dust/wipe down surfaces, mirrors and decorative items, vacuum any rugs or hall runners, vacuum/mop stairs and landings.

✓ **Home Office**

File paperwork, action any paperwork/jobs required, empty rubbish bins, vacuum/mop floors

✓ **Kitchen**

Check for any foods in the fridge that are out of date and discard, wipe down cupboards, refrigerator, dishwasher, microwave & rangehood, wipe down the inside of the oven, microwave and clean toaster

✓ **Bookshelves**

Dry dust tops and spines of books and shelves

