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## Weekly Cleaning Checklist

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### Bathrooms:

- Change and launder bath mats, towels, and washcloths.
- Clean toilets, bathtubs, showers, and sinks.
- Dust light fixtures.
- Empty trash bins and wipe the insides and outsides.
- Vacuum and mop floors.
- Wipe mirrors.

### Bedrooms:

- Change and launder sheets and pillowcases.
- Discard magazines and catalogs on side tables; store those you want to keep.
- Dust surfaces, including furniture, objects, and light fixtures.
- Empty trash bins.
- Fluff pillows and comforters.
- Vacuum floors.

### Dining Room:

- Dust surfaces and objects, including furniture and light fixtures.
- Vacuum upholstery and floor.

## Entryways, Stairs, and Hallways:

- Dust staircase banisters, furniture, objects, and light fixtures.
- Launder machine-washable throw rugs and runners.
- Vacuum stairs and landings.
- Vacuum and mop floors.
- Wipe mirrors.

## Home Office:

- Dust surfaces and objects, including furniture, light fixtures, and electronics.
- Empty trash bin.
- Sort through in-boxes: pay bills, file paid bills and paperwork.
- Vacuum floor.

## Kitchen:

- Discard foods and beverages past their prime.
- Dust light fixtures.
- Flush drain with boiling water.
- Wipe surfaces, including sink, countertops, the outside of the ventilation hood, refrigerator and cupboard doors.
- Wipe the inside of the oven, microwave, and toaster oven.
- Wipe the inside and outside of trash and recycling bins.
- Vacuum and mop floor.

## Library:

- Dust the tops and spines of books, shelves, and light fixtures.

## Living Room:

- Discard magazines and catalogs on coffee or side tables; store those you want to keep.
- Dust surfaces and objects, including furniture, light fixtures, and electronics.
- Fluff and rotate sofa cushions.
- Vacuum upholstery and floor.

## Throughout the House:

- Wipe hand and pet prints from windows and glass doors.
- Vacuum vents.