



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
- _____
- _____

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
- _____
- _____

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
- _____
- _____

Stairwell (if applicable)

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

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
- _____
- _____

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)
- _____
- _____

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.
- _____
- _____

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
- _____
- _____