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Weekly Cleaning Checklist

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.