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Cleaning Checklist

Kitchen
- [ ] Clear countertops and wipe them down
- [ ] Clean and sanitize sink, faucet, and drain
- [ ] Wipe down appliances
- [ ] Clean interior and exterior of refrigerator
- [ ] Empty and clean the trash can
- [ ] Scrub and degrease stove grates and burner pans
- [ ] Clean and polish stainless steel appliances
- [ ] Descale and sanitize the coffee maker
- [ ] Clean and organize pantry shelves
- [ ] Inventory pantry and top off supplies
- [ ] Clean top of cabinets
- [ ] Clean and disinfect cutting boards
- [ ] Sweep and mop floors

Living Room
- [ ] Dust and clean furniture surfaces
- [ ] Vacuum upholstered furniture and cushions
- [ ] Clean TV screens and other electronic devices
- [ ] Wipe down shelves and decorative items
- [ ] Vacuum or sweep the floor
- [ ] Clean and polish wooden furniture
- [ ] Dust and clean ceiling fans and light fixtures
- [ ] Dust and clean blinds and/or curtains
- [ ] Spot clean any stains on carpets or rugs
- [ ] Dust and wipe down air vents
- [ ] Clean and condition leather furniture
- [ ] Fluff cushions

Dining Room
- [ ] Dust and clean dining table and chairs
- [ ] Wipe down any china cabinets or sideboards
- [ ] Clean windows and window sills
- [ ] Dust blinds or curtains
- [ ] Sweep or vacuum the floor
- [ ] Polish silverware and remove tarnish
- [ ] Clean and sanitize high chair or booster seat
- [ ] Clean and condition wooden furniture
- [ ] Wash and polish glassware
- [ ] Dust and clean chandeliers or hanging light fixtures

Bedrooms
- [ ] Change bed linens and make the bed
- [ ] Dust and clean furniture surfaces
- [ ] Wipe down mirrors and windows
- [ ] Clean doorknobs and light switches
- [ ] Vacuum or sweep the floor
- [ ] Dust blinds or curtains
- [ ] Empty and clean trash cans
- [ ] Rotate and flip mattresses
- [ ] Dust and clean lampshades
- [ ] Clean and organize closet or wardrobe

Entryways/Hallways
- [ ] Dust and wipe down surfaces, including light fixtures
- [ ] Clean mirrors and windows
- [ ] Clean doorknobs and light switches
- [ ] Sweep or vacuum the floor
- [ ] Wipe down baseboards and walls
- [ ] Polish metal accents, such as doorknobs or handles
- [ ] Clean and disinfect shoe rack or storage area
- [ ] Remove scuff marks from walls or baseboards
- [ ] Clean and organize coat closet
- [ ] Wash or replace doormats

Office
- [ ] Dust and clean desk, including computer or laptop
- [ ] Organize and declutter paperwork
- [ ] Clean windows and window sills
- [ ] Dust blinds or curtains
- [ ] Sweep or vacuum the floor
- [ ] Clean and disinfect computer keyboard and mouse
- [ ] Wipe down office chair and armrests
- [ ] Clean and organize bookshelves
- [ ] Dust and clean whiteboards or bulletin boards
- [ ] Clean and sanitize headphones or earphones

Bathrooms
- [ ] Clean and sanitize toilet, including the seat and bowl
- [ ] Scrub and sanitize bathtub, shower, and sink
- [ ] Wipe down countertops and surfaces
- [ ] Clean mirrors and windows
- [ ] Sweep or mop the floor

Laundry/Storage
- [ ] Organize and declutter shelves and storage areas
- [ ] Wipe down surfaces and remove any dust
- [ ] Sweep or vacuum the floor
- [ ] Clean washer and dryer
- [ ] Organize and fold laundry

Get Cleaning Tasks Organized

- ✓ Edit document in Google Sheets
- ✓ Add or delete tasks to fit your cleaning needs
- ✓ Check off as tasks are completed
- ✓ Split up lists with family members
- ✓ Share with cleaner to set expectations

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