KITCHEN

- CLEAN FRIDGE
- CLEAN MICROWAVE/TOASTER
- CLEAN STOVE/OVEN
- STRAIGHTEN DRAWERS/CUPBOARDS
- WASH RAGS
- CLEAN FLOORS
- FLUSH DRAIN WITH BOILING WATER
- WIPE ALL SURFACES (COUNTERS, WALLS, CABINET DOORS ETC)
- WIPE INSIDE AND OUTSIDE OF TRASH BINS
LIVING/DINING ROOMS

- Clean cobwebs
- Pickup discarded shoes, clothing, magazines, books, etc. (Put in appropriate rooms, etc.)
- Clean windows
- Straighten bookcases
- Clean out end table/coffee table
- Wipe down walls
- Wipe down tables
- Clean under cushions
- Fluff / organize pillows (and sofa cushions)
- Clean under couches
- Shampoo carpet
- Move furniture and vacuum
- Clean chairs
CLEAR OFF DESK SURFACE
THROW AWAY PENS THAT DON’T WORK
THROW OUT TRASH
STRAIGHTEN ONE DRAWER AT A TIME
TOSS OUT OLD PAPERWORK
CLEAN MONITORS
FILL PRINTER WITH PAPER
VACUUM
DUST FURNITURE
REMOVE COBWEBS
- Remove anything that doesn’t belong in the bedroom and put it in the correct location
- Clean dresser drawers and organize
- Clean nightstand drawers and organize
- Organize your closet
- Launder all bedding
- Shake & clean pillows
- Dust lights and any ceiling fixtures
- Wipe and dust window blinds/shades
- Clean mirrors and glass surfaces
- Vacuum all floors and closets, including under furniture