

Daily Cleaning Checklist

Entry & Living Areas

- Pick up clutter & put things back where they belong
- Straighten & fluff throw pillows

Kitchen & Dining Areas

- Wash dishes
- Clear clutter
- Wipe surfaces: table, counters & stovetop
- Take out trash
- Clean up spills

Bedrooms

- Make bed every morning
- Put away clothing
- Straighten nightstands

Bathrooms

- Clear countertop. Put away toiletries, hair tools and makeup
- Hang damp towels
- Spray shower with daily cleaner
- Wipe sink, toilet & mirror
- Restock toilet paper, if necessary
- Spray air freshener

Office

- Sort mail and other documents
- Clear email inbox

Floors

- Vacuum & mop high traffic areas, as needed

Weekly Cleaning Checklist

Living Areas

- Tidy bookshelves
- Dust surfaces
- Polish furniture
- Mop, sweep or vacuum

Kitchen

- Clean microwave and appliances
- Throw out old food
- Straighten pantry
- Mop, sweep or vacuum

Bedrooms

- Change sheets
- Dust surfaces
- Tidy Closet
- Mop, sweep or vacuum

Bathrooms

- Change towels
- Clean mirrors, sink, shower and toilet
- Mop, sweep or vacuum

Office

- Pay bills and file paperwork
- Dust desk area
- Mop, sweep or vacuum

Miscellaneous

- Do laundry
- Create meal plan and grocery list

CHORE CHART

CHORES	S	M	T	W	T	F	S