

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