

## WEEKLY

*Tackle 3 tasks a day to maintain a clean home and have weekends for relaxation each week.*

- Launder clothing.
- Launder bedding, towels, and bathmats.
- Clean toilets, bathtubs, showers, and sinks.
- Empty all trash bins. Wipe the insides and outsides.
- Wipe the insides and outsides of kitchen appliances.
- Wipe and sanitize countertops and surfaces.
- Clean mirrors and glass.
- Vacuum carpets and stairs.
- Sweep and mop floors.
- Tend to your garden and lawn.
- Sweep the porch and sidewalk.
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## MONTHLY

*Choose 3 tasks per week and rotate for a simple housekeeping routine.*

- Dust ceiling fans.
- Clean windows, windowsills, and blinds.
- Vacuum drapery.
- Clean the refrigerator. Discard old food.
- Clean behind the refrigerator and oven.
- Remove everything from your kitchen walls and wipe off grease.
- Sort through inboxes and paperwork. Discard old magazines.
- Tidy and organize closets and drawers.
- Vacuum vents, mattresses, and under the beds.
- Steam clean upholstery (as needed).
- Deep clean carpets and buff floors (as needed).
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For more cleaning strategies, visit [checklists.coit.com](http://checklists.coit.com)

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☎ (844) 266-2727