

Kitchen	Living Room	Bedrooms
Clean counter tops	Dust all hard surfaces	☐ Change sheets
Clean microwave inside/outside	☐ Vacuum carpets/area rugs	Dust furniture/shelves
☐ Wipe down cabinets/hardware	Sweep/mop hard floors	☐ Vacuum floor
Clean outside of appliances	☐ Vacuum upholstered furniture	☐ Wash windows
Polish stainless steel appliances	Polish wood	Empty wastebaskets
Clean refrigerator inside	Clean windows/window treatments	Dust light fixtures
Laundry / Utility Room	Bathrooms	Office
Clean washer and dryer exteriors	Clean/sanitize sinks	Dust office surfaces/equipment
Clean inside rim of washer	Clean/sanitize tubs, shower, toilet	File or toss loose mail/paperwork
Change/clean lint traps	Clean mirrors and glass	Clean windows/window treatments
Dust light fixtures and bulbs	Clean and polish fixtures	Sweep/mop hard floors
Empty wastebasket	Dust light fixtures and bulbs	☐ Vacuum carpets/area rugs
Sweep and mop floor	☐ Wash floors	
Dining Room	Stairs / Entry / Hallways	Basement / Garage
Clean windows/window treatments	☐ Vacuum carpets/area rugs	Empty wastebaskets
Clean/polish table and chairs	Sweep/mop hard floors	Organize/dust shelves
Sweep/mop hard floors	Dust cobwebs; ceiling/baseboard	Sweep/mop floor
☐ Vacuum carpets/area rugs	Clean windows/window treatments	Put away tools/supplies