

# Ask Anna's Cleaning Schedule

## Daily

- Make Beds.
- Pick up clutter on all flat surfaces: Kitchen Counters, Oven, Microwave, Stove top.
- Wipe down bathroom counters and sinks.
- Sort Mail
- Wipe down kitchen floor at the end of the day.

## Weekly

- Vacuum.
- Dust furniture and shelves.
- Clean out Fridge: Toss left overs and re-organize shelves.
- Clean bathrooms.
- Clean Mirrors throughout the house.
- Sanitize light switches & door handles.
- Change bed linens.
- Do Laundry: Wash, Fold, Put Away.
- Wipe off coffee table.
- Rinse and wipe out inside of dishwasher.
- Wipe down refrigerator doors and sanitize handles.
- Sanitize Kitchen sink.
- Wash Makeup brushes.

## Monthly

- Mop the floors.
- Wipe out & sanitize trash containers.
- Wipe down refrigerator shelves and drawers.
- Wipe down baseboards.
- Clean the oven.
- Vacuum or wipe out window tracks.
- Change air filter (every other month).
- Dust open shelving in kitchen.
- Dust the fans.
- Maintain organization in pantry, cabins, linen closets, etc.
- Wipe down doors & walls.
- Dust Plants.

## Every 6 Months

- Sort through children's toys, clean out toys not played with & donate.
- Wash the draperies.
- Dust & wipe shelves inside cupboards.
- Clean the washing machine.
- Clean the vacuum cleaner.
- Clean the computer.
- Reseal grout throughout the house.
- Wash inside/outside windows.
- Wash & wax vents.
- Wash plants.