

# Housekeeping Cleaning Checklist



DONE	DAILY CLEANING	NOTES
	Laundry	
	Dishes	
	Straightenup, clear clutter	
	File papers	

DONE	WEEKLY CLEANING	NOTES
	Laundry (wash bed sheets, towels)	
	Dust	
	Clean bathroom(s)	
	Vacuum	
	Mop floors	
	Clean kitchen appliances	
	Take out garbage	
	Check refrigerator for spoiled food	
	Water plants	

DONE	MONTHLY CLEANING	NOTES
	Dust ceiling fans	
	Dust ceilings and wall corners	
	Clean walls and light fixtures	
	Clean window coverings	
	Vacuum under furniture and cushions	
	Clean inside of windows, window sills	
	Check smoke detectors	
	Deep clean appliances	
	Clean rangehood and fan filter	
	Defrost freezer	
	Check food in refrigerator and pantry for expiration dates	
	Wash throw rugs	