DAILY CLEANING

BATHROOMS

- ○ wipe toilet seat
- ○ clean mirror & countertop
- ○ wipe of shower /bathtub
- ○ replace dirty towels
- ○
- ○
- ○

KITCHEN

- ○ sweep floors
- ○ wash dishes
- ○ clean sink
- ○ wipe down countertops & tables
- ○ take out trash
- ○
- ○
- ○

BEDROOMS

- ○ make beds
- ○ declutter
- ○ fold & put away clothes
- ○
- ○
- ○

LIVING AREAS

- ○ vaccuum / sweep if needed
- ○ declutter
- ○ fold throw blankets
- ○ straighten throw pillows
- ○ straighten up desks
- ○ throw away old papers & notes
- ○
- ○
- ○
- ○
- ○

MISC.

- ○ check mail & get packages
- ○ do one load of laundry
- ○ sweep porch
- ○
- ○
- ○
- ○
- ○
- ○
- ○
- ○
- ○
- ○