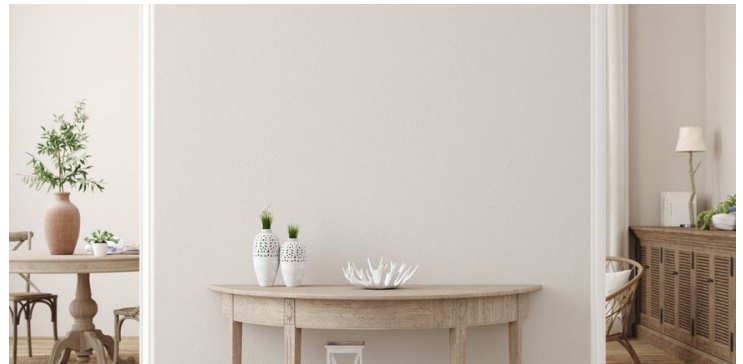




HOUSE CLEANING SCHEDULE AND CHECKLIST

Looking for a neater, more organized home and extra time to enjoy it?

Incorporating regular cleaning tasks into your schedule and knowing how often to clean various items in your home can help you efficiently manage housework without it becoming an overwhelming full-time job. Maintaining a clean and healthy home does require effort and consistency, but it doesn't mean you have to spend hours every day on cleaning. By using your time wisely and sticking to a realistic cleaning schedule, you can achieve the desired results.



Your focus should be on cleaning items that tend to accumulate dirt, grime, germs, and overall untidiness on a daily basis. It typically takes only 15 to 30 minutes to keep your house in order. Wet areas of your home, such as the bathroom and kitchen, should be wiped down daily since bacteria thrives in such environments. If you clean your home only once a week or every other week, the cleaning process will take longer.

Depending on the size of your household and the extent of the mess, you may need to allocate 2 to 3 hours of your day for cleaning. However, most cleaning experts recommend spending just 15 to 30 minutes each day to tidy and clean your home, which can be optimal. As you develop this habit, you'll find that you need to dedicate less time on a weekly or monthly basis.

To help you manage household chores effectively, here's a breakdown of how often you should clean different items in your house:



Daily cleaning tasks

Incorporating these crucial daily tasks into your routine not only reduces the need for extensive scrubbing and scouring in the future but also helps eliminate harmful germs and bacteria. If you lead a busy life, establishing a daily cleaning routine can ensure that your home remains clean and tidy, without overwhelming your entire weekend with cleaning chores.

- Wipe kitchen table
- Wash dirty dishes
- Wipe kitchen counters
- Wash your coffee pot
- Disinfect kitchen sink
- Wipe fresh oven spills
- Clean fridge door handle



- Sanitize the kitchen sponge in the microwave
- Replace dishcloths and towels
- Empty kitchen trash can
- Change bathroom hand towels
- Disinfect bathroom faucets
- Disinfect toilet handle & seat
- Make the bed
- Clean pet bowls



Bi-weekly cleaning tasks

While certain tasks may not require daily attention, performing them more frequently than once a week can greatly benefit your home, particularly if you have a busy household with children and pets. By addressing these tasks more regularly, you can maintain a cleaner and more organized living environment.

- Change bath towels (they're a breeding ground for bacteria)
- Dust mop hard floors
- Sweep or vacuum entry mats



- Mop high-traffic areas in the kitchen
- Vacuum high-traffic areas if you have pets or kids
- Wipe down dining chairs



Weekly cleaning tasks

To avoid feeling overwhelmed by cleaning tasks, it's beneficial to tackle one room or specific job each day instead of trying to do everything at once. By following a structured approach, you can allocate specific days for different cleaning responsibilities. For instance, you can designate Monday for addressing kitchen messes, reserve Tuesday for vacuuming, make Wednesday the day for changing sheets, and continue this pattern for other tasks throughout the week. This method allows you to focus on one area or task each day, making the cleaning process more manageable and less daunting.

- Clean kitchen counters
- Wipe kitchen cupboard fronts
- Purge expired food in the fridge
- Wipe kitchen appliances
- Clean inside of the microwave
- Clean dishwasher food filter
- Clean garbage disposal
- Sanitize bathroom surface
- Clean bathroom trash can



- Clean mirrors
- Dust furniture
- Vacuum upholstered furniture
- Launder bed linens
- Vacuum or sweep & mop floors
- Wipe light switches & door knobs
- Wipe stair rails & banisters
- Sweep front porch, patio, deck



Monthly cleaning tasks

Ensure to allocate time each month for the following tasks. Remember, you don't have to complete them all in a single day. Instead, divide the tasks and assign them to different family members. Washing duvet covers, for instance, may be a weekly or bi-weekly task for individuals with pets or allergies, but if you don't have pets or suffer from allergies, once a month should suffice.



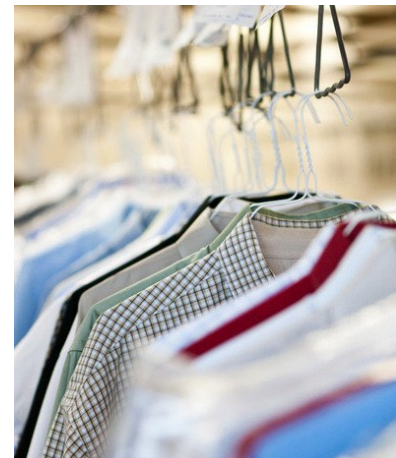
- Deodorize drains
- Clean spots on the inside of windows
- Wash shower curtain liner
- Scrub shower grout
- Dust ceiling fans
- Clean computer keyboards and monitors
- Change AC filters
- Clean AC vents
- Replace toothbrushes
- Wash pet bed and blankets
- Clean vacuum cleaner
- Launder mattress covers
- Wash and disinfect kitchen trash can

- Dust baseboards
- Launder throw rugs and bath mats
- Dust blinds and window screens
- Wipe window sills and doors
- Vacuum and wipe air vents
- Clean washing machine & dryer
- Clean refrigerator & freezer
- Clean coffee maker
- Clean backsplash grout
- Clean inside the dishwasher
- Vacuum mattress
- Launder duvet covers
- Sweep garage floor



Seasonal cleaning tasks

It's recommended to clean the items listed below every 3 to 4 months. By attending to them when the seasons change, you can easily stay on schedule. These tasks are often overlooked, so it's important not to let them catch you by surprise. Stay proactive and ensure you address them accordingly.



- Clean oven
- Clean dishwasher
- Clean dryer vent
- Wash duvet insert or comforter
- Launder bed pillows
- Wash range hood filters
- Dust ceilings and walls
- Clean lampshades
- Vacuum under furniture
- Launder curtains and throw pillows
- Clean windows inside and out
- Clean light fixtures
- Clean the carpets
- Deep clean pantry
- Vacuum bathroom exhaust fans
- Clean refrigerator coils and drip pans
- Dump and clean freezer ice trays
- Clean behind appliances
- Swap and dry clean seasonal clothing– winter coats, linen dresses, etc.
- Clean garage
- Wash garbage cans
- Flip mattresses
- Clean shower heads



Check maintenance issues

Take advantage of the changing seasons to conduct a comprehensive inspection both inside and outside your home for any maintenance concerns. Here are some areas to focus on:

Clutter control:

Begin by organizing and decluttering areas where unnecessary items have accumulated or items that have exceeded their usefulness.

Check closets, food pantries, medicine cabinets, children's bedrooms, the garage, storage sheds, and other spaces.



Miscellaneous tasks:

Remember to replace the baking soda in the refrigerator and ensure that the batteries in smoke detectors are functioning properly.

By addressing these tasks during seasonal transitions, you can maintain a well-maintained and organized home.



Yearly cleaning tasks

After completing these household tasks and checking them off your to-do list, you can set them aside until the following year. Enjoy the peace of mind that comes with knowing these tasks have been taken care of and won't require your attention until then.

- **Deep clean carpets:**

If your home has a lot of wall-to-wall carpeting, rent or invest in a good carpet cleaner to remove tracked-in dirt and stains or have them professionally cleaned.



- **Deep clean windows:**

Remove dirt and dust first, then spray glass cleaner on the panes and wipe with a microfiber cloth.

- **Clean behind appliances:**

Moving the fridge, stove, and laundry machines away from the wall takes a bit of muscle, but annual cleaning pays off in longer lives for these household workhorses.





- **Clean walls and touch up paint**

Give your walls a fresh look without the hassle of a full paint job—when you give them a once-a-year cleaning.



- **Clean and store outdoor**

Clean and store outdoor furniture, planters, and yard care items (lawnmowers, etc.) or seasonal toys that get stored away for the season (snow shovels, sleds, water toys, etc.).



- **Sort, organize and purge files and documents.**



- **Clean out Junk drawer**

Every household needs a junk drawer, but it should be cleaned out once a year.