

CLEANING & DECLUTTERING CHECKLIST



ALL ROOMS

- ▶ Remove anything that doesn't belong in the room.
- ▶ Dust and vacuum light fixtures, lampshades, ceiling fans and air vents.
- ▶ Vacuum, wipe down or wash window coverings.
- ▶ Wash windows and window frames.
- ▶ Dust and polish furniture.
- ▶ Dust artwork, books and décor.
- ▶ Vacuum behind and under furniture.
- ▶ Vacuum and wash floors and vent covers.
- ▶ Wipe down baseboards and doors, and remove all scuffing.
- ▶ Shampoo carpets.
- ▶ Make drywall repairs and touch up paint.
- ▶ Lubricate squeaky door hinges.
- ▶ Replace light bulbs if burnt out.
- ▶ Empty and wash trash cans.



LIVING ROOM

- ▶ Clean television and computer screens.
- ▶ Disinfect remote controls and gaming controllers.
- ▶ Vacuum furniture, removing cushions and cleaning all nooks and crannies.
- ▶ Condition/clean leather furniture.
- ▶ Organize or recycle magazines.
- ▶ Organize children's toys.
- ▶ Organize video games and movies.
- ▶ Clean pet beds and toys.



DINING ROOM

- ▶ Dust and polish table and chairs.
- ▶ Wash table cloths.



KITCHEN

- ▶ Check food expiry dates and throw out any expired food.
- ▶ Empty the fridge and wipe down shelves, drawers and sides.
- ▶ Clean the oven and the stovetop, including drip bowls under the elements.
- ▶ Clean microwave and dishwasher.
- ▶ Wipe down small appliances and empty the toaster crumb tray.
- ▶ De-scale coffee maker and tea kettle.
- ▶ Empty and wipe down drawers, cabinets and pantry, including handles and knobs.
- ▶ Don't put back kitchen items that are broken or that you never use.
- ▶ Wash backsplash and under the vent hood.
- ▶ Wipe down counters and shelves.
- ▶ Scrub kitchen sink and shine faucets.
- ▶ Clean under and behind the fridge and stove.



BATHROOMS

- ▶ Clean bathtub and/or shower including fixtures and shower head.
- ▶ Replace shower curtain liner if necessary.
- ▶ Wash bath mats.
- ▶ Wash sinks, faucets and mirrors.
- ▶ Empty and clean under sink.
- ▶ Empty and wipe down cabinets. Discard expired cosmetics and medications.
- ▶ Find locations in your area that accept expired medications and medication bottles.
- ▶ Clean toilet, including the tank and base.



BEDROOMS

- ▶ Flip, rotate and vacuum your mattress.
- ▶ Wash all bedding including pillows.
- ▶ Empty and wipe down dresser drawers.
- ▶ Refold and organize drawer items (purge damaged, unused or outgrown items).
- ▶ Organize and purge items from closet.
- ▶ When vacuuming, be sure to clean under the bed and in the closet.



LAUNDRY ROOM

- ▶ Clean inside washing machine, including soap and fabric softener dispensers.
- ▶ Clean dryer vent.
- ▶ Dust behind appliances.
- ▶ Organize laundry soap and other cleaning products.



MUD ROOM

- ▶ Store out of season coats and shoes.
- ▶ Put any other items away neatly.

KEEPING IT CLEAN

- ▶ Dispose of all trash in a proper container. Keep food storage areas clean and free of debris & trash as this attracts roaches, spiders, rats, mice and ants—a Health Hazard.
- ▶ Clutter is a Fire Hazard, and makes it hard to rescue loved ones in the event of a fire.
- ▶ To prevent mold/mildew growth, set thermostats no higher than 76 degrees. Mold is a Health Hazard.

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