

## Morning Routine

- Make Beds
- Wipe down bathroom counter and sink
- Empty dishwasher
- 5 minute tidy
- Check the calendar
- Start Laundry
  - Monday: Sheets and towels
  - Tuesday: Whites
  - Wednesday: Darks
  - Thursday: Brights
  - Saturday/Sunday: Darks/Pants, Hand washables

## Afternoon Routine

- Start dinner
- 5 minute tidy
- Wipe down kitchen counters
- 15 minutes zone work
- Clean dining room table
- Switch Laundry

## Evening Routine

- Load dishwasher
- Wipe down kitchen counters and sink
- Take out the trash & recycle
- Quick sweep/Swiffer, especially in the kitchen
- 15 minute tidy
- Prep for tomorrows breakfast and lunches
- Start tomorrows to-do list, check the calendar
- Put away laundry

## Basic Weekly Plan

- **Monday**
  - Deep vacuum
  - Change bed sheets and bathroom towels
  - Sweep patio, porch, walk
  - Clean inside microwave
  - Water garden plants
- **Tuesday**
  - Clean mirrors and windows
  - Clean stove top
  - Menu Plan
  - Water house plants
  - Sync calendars
- **Wednesday**
  - Scrub the toilet and tub
  - Clean out purse
  - Clean out car
  - Vacuum rugs
  - Water garden plants
- **Thursday**
  - Mop the floors
  - Clean Litter boxes
  - Clean out refrigerator
  - Clean stove top
  - Mop laundry room floor
- **Friday**
  - Clean fingerprints from light switches
  - Correspondence
  - Wipe down all appliances
  - Vacuum rugs
  - Water garden plants

## Zone 1

### Entrance, Front Porch, Dining Room

#### Entrance Detailed Cleaning List:

Start at the ceiling and work your way down to the floor.

- Clean cobwebs
- Straighten the coat closet
- Sweep vacuum or mop the floor
- Add your own personal touches to make it more welcoming.

#### Dining Room Detailed Cleaning List

Start at the ceiling and work your way down to the floor.

- Clean the cobwebs
- Clean and straighten any drawer, cabinets, shelves
- Polish the Dining table
- Move furniture and vacuum underneath
- Add your own personal touches to the table (table cloth, pretty bowl, flowers)

#### Front Porch Detailed cleaning.

Start at the ceiling and work your way down to the floor.

- Sweep down cobweb and spider webs.
- Prune back unruly bushes from the entrance.
- Get rid of unwanted items.
- Add your own personal touches to welcome friends and family (wreath, welcome mat, bell)

## Zone 2

### The Kitchen

- Clean the cobwebs
- Empty refrigerator and clean thoroughly
- Clean microwave inside and out
- Clean stove & oven
- Scrub out the refrigerator
- Wash canisters and knick-knacks
- Straighten drawers and cupboards
- Wipe fingerprints off the walls
- Clean vent hood and filters
- Scrub down cabinet fronts (only a few at a time)
- Clean overhead lights
- Clean under the sink
- Clean pet dishes
- Purge old rags
- Purge old storage items (baggies, plastic wrap, tin foil etc.)

## Zone 3

### The Bathroom and One Extra Room

#### Bathroom Detailed Cleaning List

- Wash area rugs
- Scrub floor
- Straighten drawers and cabinets
- Demold shower
- Wash shower Curtin
- Clean medicine cabinet
- Throw away empty and unused bottles

#### Children's Bedrooms Detailed Cleaning List

- Straighten Drawers / Cabinets
- Clean Cobwebs
- Wash Curtains
- Straighten Toy and Book Shelves
- Clean under the bed
- Clean out the closet
- Put away stray items
- Sort out-grown clothes
- Vacuum under bed and in closet
- Clean fingerprints off doors & walls
- Mop floor

#### Multi-purpose Room Cleaning List

- Clear off the surface of the tables
- Throw away pens and markers that don't work
- Sharpen pencils
- Throw out all the trash
- Straighten one drawer at a time
- Vacuum the entire area
- Remove cobwebs
- Check supplies of thread, needles, elastic, and other common items
- Put away fabrics
- Sort scrap bins
- Dust, clean, oil machines
- Put away patterns
- Move furniture and vacuum underneath

#### Office Detailed Cleaning List

- Clear off the surface of the desk
- Throw away pens and markers that don't work
- Sharpen pencils
- Throw out all the trash
- Put keep items in a pending file for desk day
- Straighten one drawer at a time
- Clean off the monitor screen
- Fill Printer tray with paper
- Vacuum under the desk and the entire area
- Remove cobwebs
- Check supplies of paper, printer cartridges, stamps and envelopes

#### Laundry Room Detailed Cleaning List

- Wipe down the top of the washer and dryer
- Clean the gunk from under the washer lid
- Throw out empty bottles and boxes
- Empty the garbage can
- Check laundry supplies
- Sweep and mop the floor
- Remove the cobwebs
- Look behind the appliances for odd items

**Zone 4**  
**The Master Suite**

**Master Bedroom Detailed Cleaning List**

- Clean cobwebs
- Empty Trash
- Straighten Drawers
- Sweep and mop floor

**Closet Detailed Cleaning List**

- Straighten Shelves
- Arrange the Shoes
- Purge old clothes

**Zone 5**  
**Living Room**

- Clean Cobwebs
- Straighten Bookcases
- Wash Knick-Knacks
- Wipe Fingerprints from walls
- Clean under cushions
- Move furniture and vacuum and mop

## Seasonal Items

### Every other month, twice yearly, quarterly

#### Every Other Month

- Wash Cars (Last done \_\_\_\_\_)
- Wash Bedding and Pillows (Last done \_\_\_\_\_)
- Bath Dogs (Last done \_\_\_\_\_)

#### Twice Yearly

- Empty and wipe kitchen cupboards and drawers (Last done \_\_\_\_\_)
- Empty and wipe pantry shelves (Last done \_\_\_\_\_)
- Clean laundry shelves (Last done \_\_\_\_\_)

#### Seasonal

- Clean ceiling fans (Last done \_\_\_\_\_)
- Turn mattresses v
- Tune-up car (Last done \_\_\_\_\_)
- Clean out medicine cabinet and first aid kit (Last done \_\_\_\_\_)
- Shampoo carpets and rugs (Last done \_\_\_\_\_)

## Yearly Items

- Wash living room curtains (Last done \_\_\_\_\_)
- Wash kitchen blinds (Last done \_\_\_\_\_)
- Wash bedroom curtains (Last done \_\_\_\_\_)
- Wash multi-room blinds (Last done \_\_\_\_\_)
- Have fireplace & chimney cleaned (Last done \_\_\_\_\_)
- Have furnace inspected and air filter changed (Last done \_\_\_\_\_)
- Prune trees and shrubs (Last done \_\_\_\_\_)