

# House Cleaning Checklist



## Supplies:

- rubber gloves
- vacuum cleaner and sponge mop
- feather duster and dust cloths
- sponges and paper towels
- toilet brush
- plastic bucket
- furniture polish
- glass cleaner
- all-purpose disinfectant
- bleach

## Stain Removal Tricks:

- • **chocolate or coffee** -- blot with a 50/50 vinegar and water mix
- **blood** -- sprinkle with meat tenderizer and cool water
- **red wine** -- blot with club soda then sprinkle with salt
- **grass stains** -- blot with slightly diluted hydrogen peroxide
- **wax** -- cover with paper towel, and warm with an iron
- **oily substances** -- absorb grease with corn starch
- **gum** -- freeze with an ice cube and break from fabric
- **ink** -- spray with hairspray then blot; sprinkle with salt while wet

## Everyday Tasks:

- put things away as soon as you're done to avoid double work
- when leaving a room, scan for things that don't belong there
- pick up anything misplaced and take it with you to put away
- put dirty dishes directly in the dishwasher
- when you run the dishwasher, empty it as soon as done
- while cooking, clean as you go
- while dinner is cooking, clean the bowl you just used
- straighten the shower curtain to avoid mold
- wipe down the sink, counter or tub after you use them
- wipe up spills and messes as soon as they occur

## Weekly Tasks:

- use a bucket to carry your cleaning supplies from room to room
- dust first -- a feather duster is fine unless you have allergies
- sweep any areas without carpeting
- vacuum the upper levels of the house and work your way downstairs
- clean floors that require mopping
- run through the bathroom -- clean the toilet, disinfect the shower and sink
- keep automatic toilet bowl cleaner in your tank to reduce scrubbing



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## *Spring Cleaning:*

- wash windows and clean window screens
- wash window coverings and shower curtain
- wash walls, door frames, window sills and baseboards
- shampoo carpets and wax wood or tile floors
- clean out closets, cabinets and other storage areas
- clean under and behind large appliances
- wipe down cabinets, inside and out
- wipe down inside of refrigerator and defrost freezer
- clean the oven, burners and stovetop

## *Quick Cleaning Tasks:*

- take a basket through the house picking up clutter
- clean up any trash and throw it out
- wipe down obvious smears in the bathroom
- close the doors to rooms your guests won't see
- wipe the floor down with a damp towel
- pour some cleaner in the toilet and do a quick run with the brush
- vacuum only the high-traffic areas
- use a dust mop to dust any wooden floors quickly
- wipe up any obvious smudges on furniture, counters and mirrors
- straighten couch pillows and slipcovers
- burn some scented candles for an air of cleanliness
- straighten stacks of magazines and knickknacks on shelves



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