



## Simple Cleaning Schedule

*Monday*

*Friday*

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*Tuesday*

*Saturday*

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*Wednesday*

*Sunday*

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*Thursday*

*Extra Tasks*

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1. Take a look at your schedule for the week.
2. Write down the housekeeping tasks you want to complete according to what your schedule allows. If some days are busier than others schedule less cleaning.
3. Leave some days open in case cleaning is not completed on other days so you can change things around.

# Simple List of Weekly Cleaning Tasks

## *Kitchen*

- *Wipe down counters*
- *Wipe down appliances: stove top, microwave, fridge door and handles, dishwasher*
- *Clean out old food from fridge*
- *Wipe up spots off the floor in between mopping*
- *Declutter counters*

## *Living Room/Family Room/Great Room*

- *Clean Floor Surfaces: vacuum or dry mop*
- *Dust*
- *Clean smudges from windows, TV*
- *Pick-up odds and ends laying around*
- *Declutter*

## *Bathrooms*

- *Scrub tubs/showers*
- *Clean toilet bowl and wipe outside of toilet*
- *Scrub vanity area, sink and mirror*
- *Sweep floor*
- *Shake out rugs or replace, put out clean towels, launder dirty linens*

## *Bedrooms*

- *Pick-up items/declutter*
- *Change sheets*
- *Vacuum*
- *Put clean laundry away*

## *Hallways/Entryways/Misc. Rooms*

- *Pick up items: hang up coats, shoes in proper room, toys put away*
- *Vacuum/sweep floors*

## *Laundry*

- *After washing and folding put clothes away in proper baskets for each designated room*

# Simple Daily Cleaning Tasks

## *Kitchen*

- *Wipe down counters and sink*
- *Clean up messy areas on kitchen floor*
- *Dishes--hand wash or dishwasher*
- *Put food away*
- *Hang up towels and dishrags*

## *Living Room/Family Room/Great Room*

- *Clean-up main clutter like toys, books, shoes,*
- *Wipe up any crumbs off of furniture, put dirty dishes in the kitchen*
- *Put pillows and blankets in their proper places*

## *Bathrooms*

- *Hang up wet bath towels or washcloth*
- *Put dirty laundry in towel*
- *Clean-up any surface stains on sink or toilet*
- *Check trash and toilet paper*

## *Bedrooms*

- *Dirty clothes in hamper*
- *Make-bed*
- *Clean clothes put away*
- *Clear any clutter*

## *Miscellaneous Tasks*

- *Hang-up coats and bags*
- *Put mail or other papers in proper storage area*
- *Sweep floors as needed*

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*Living Fully On Less*