


## CLEAN KITCHEN



**DAILY**

- CLEAN DIRTY DISHES/ FILL DISHWASHER
- CLEAN SINK
- CLEAN TAPS
- EMPTY BIN
- WIPE COUNTERTOPS


**WEEKLY**

- WIPE DOOR & DOORKNOB
- DUST & WIPE SURFACES
- VACUUM FLOOR & SKIRTING
- MOP FLOOR
- CHECK OUT OF DATE FOOD IN FRIDGE

**MONTHLY**

- CLEAN FACE OF APPLIANCES (Fridge, microwave, dishwasher, etc.)
- CHECK OUT OF DATE FOOD IN FREEZER
- CLEAN Bin (Inside & Outside)
- CLEAN WINDOWS
- CLEAN MICROWAVE (Inside & Outside)
- CLEAN OVEN (Inside & Outside)
- WIPE FRONT OF CUPBOARDS

## KITCHEN



## CLEAN OFFICE



**DAILY**

- TIDY DESK
- TIDY SURFACES
- FILE PAPERWORK

**WEEKLY**

- VACUUM FLOOR & SKIRTING
- MOP FLOOR
- DUST & WIPE SURFACES
- CLEAN DESK
- EMPTY BIN
- WIPE DOOR & DOORKNOB


**MONTHLY**

- WIPE SHELVES
- DUST LIGHT FIXTURES
- WIPE LIGHT SWITCH
- CLEAN WINDOW
- WIPE DOOR & DOORKNOB

## OFFICE



## CLEAN LIVING ROOM



**DAILY**

- TIDY SURFACES
- FLUFF CUSHIONS
- FOLD & TIDY THROWS
- WIPE TABLES
- DISCARD OLD MAGAZINES


**WEEKLY**

- DUST & WIPE ALL SURFACES
- REFILL COAL/WOOD FOR FIRE
- VACUUM FLOOR & SKIRTING
- MOP FLOOR
- WIPE MIRROR
- VACUUM/WIPE SOFA & ARMCHAIR (including feet & legs)
- FLUFF & ROTATE SOFA CUSHIONS

**MONTHLY**

- CLEAN WINDOW
- CLEAN HEARTH & FIREPLACE
- DUST LIGHT FIXTURES
- WIPE LIGHT SWITCH
- WIPE DOOR & DOORKNOB

## LIVING ROOM






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## CLEAN UTILITY

### DAILY

- CLEAN SINK
- CLEAN TAPS
- WIPE COUNTERTOPS

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### WEEKLY

- EMPTY BIN & RECYCLING
- WIPE DOOR & DOORKNOB
- DUST & WIPE SURFACES
- VACUUM FLOOR & SKIRTING
- MOP FLOOR
- WIPE MIRROR


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### MONTHLY

- DUST & WIPE SHELVES
- CLEAN FRONT OF CUPBOARDS
- CLEAN BIN  
(Outside & Inside)
- CLEAN WINDOW
- CLEAN WASHING MACHINE



## UTILITY



## CLEAN HALLWAY

### DAILY

- GENERAL TIDY
- PUT SHOES AWAY
- HANG UP COATS

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### WEEKLY

- DUST BANISTER
- VACUUM FLOOR & STAIRS
- MOP FLOOR
- DUST FURNITURE
- DUST & WIPE SURFACES
- SHAKE OUT MAT

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### MONTHLY

- DUST LIGHT FIXTURES
- WIPE LIGHTSWITCHES
- WIPE MIRROR
- CLEAN WINDOW



## HALLWAY



## CLEAN BATHROOM

### WEEKLY

- CLEAN WASHBASIN
- CLEAN SHOWER/BATH
- CLEAN TOILET
- CLEAN TAPS & SHOWER RAIL
- WIPE MIRROR
- CHANGE TOWELS & BATHMATS
- WIPE DOOR & DOORKNOB
- DUST & WIPE SURFACES
- VACUUM FLOOR & SKIRTING
- MOP FLOOR
- EMPTY BIN
- WIPE SHOWER SCREEN

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### MONTHLY

- DUST & WIPE SHELVES
- SCRUB TILES
- SCRUB GROUT
- CLEAN WINDOW
- DUST LIGHT FIXTURES
- WIPE LIGHT SWITCH



## BATHROOM





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**CLEAN BEDROOM** 

**DAILY**

- MAKE BED
- PICK UP & SORT CLOTHING
- TIDY SURFACES
- FLUFF PILLOWS

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**WEEKLY**

- CHANGE BEDDING & SHEETS
- DUST & WIPE SURFACES
- VACUUM FLOOR & SKIRTING
- MOP FLOOR
- WIPE MIRROR

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**MONTHLY**

- DUST & WIPE SHELVES
- WIPE DOOR & DOORKNOB
- DUST LIGHT FIXTURES
- WIPE LIGHT SWITCH
- CLEAN WINDOW
- ROTATE MATTRESS

**BEDROOM** 

**CLEAN GUESTROOM** 

**DAILY**

- MAKE BED
- FLUFF PILLOWS
- WIPE TABLES
- REFILL TREATS & WATER

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**WEEKLY**

- CHANGE BEDDING & SHEETS
- WASH BATHROBES
- DUST & WIPE SURFACES
- VACUUM FLOOR
- MOP FLOOR
- WIPE MIRROR

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**MONTHLY**

- DUST & WIPE SHELVES
- WIPE DOOR & DOORKNOB
- DUST LIGHT FIXTURES
- WIPE LIGHTSWITCH
- CLEAN WINDOW

**GUESTROOM** 

**CLEAN DINING ROOM** 

**DAILY**

- WIPE TABLE
- TIDY SURFACES
- DISCARD OLD MAGAZINES

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**WEEKLY**

- DUST & WIPE SURFACES
- DUST CHAIRS
- VACUUM FLOOR & SKIRTING
- MOP FLOOR
- CLEAN FIREPLACE
- REFILL FIREWOOD

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**MONTHLY**

- DUST & WIPE SHELVES
- DUST LIGHT FIXTURES
- WIPE LIGHT SWITCHES
- CLEAN WINDOW
- DUST CHAIRS
- CLEAN DOOR & DOORKNOB

**DINING** 





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