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| CLEANING CHECKLIST | | | | |
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|  | **LIVING ROOM** |  |  | **BEDROOM** |
|  | Clear coffee table and side tables |  |  | Make the bed |
|  | Organize books, magazines, and remotes |  |  | Clear nightstands and dressers |
|  | Declutter shelves and media units |  |  | Sort and donate unused clothes |
|  | Fold and store blankets |  |  | Organize closet and drawers |
|  | Remove unused décor |  |  | Store seasonal items |
|  | Dust furniture and light fixtures |  |  | Clean under the bed |
|  | Vacuum rugs and upholstery |  |  | Vacuum carpets or rugs |
|  |  |  |  |  |
|  | **KITCHEN** |  |  | **BATHROOM** |
|  | Clear countertops |  |  | Toss expired products and empty bottles |
|  | Purge expired food from pantry and fridge |  |  | Organize toiletries and makeup |
|  | Organize cabinets and drawers |  |  | Clear countertop and under-sink storage |
|  | Toss mismatched containers and lids |  |  | Replace old towels |
|  | Wipe down appliances |  |  | Wash towels |
|  | Wash and store reusable bags |  |  | Clean mirrors and surfaces |
|  | Organize pantry |  |  | Scrub shower and bathtub |
|  |  |  |  |  |
|  | **KID’S ROOM/PLAYROOM** |  |  | **GARAGE/STORAGE** |
|  | Sort toys (keep, donate, toss) |  |  | Group similar items together |
|  | Organize books and games |  |  | Toss broken tools or equipment |
|  | Label bins or boxes |  |  | Label storage bins |
|  | Rotate toys |  |  | Sweep and clear floor space |
|  | Inspect and repair broken items |  |  | Organize seasonal decorations |
|  | Clean surfaces and shelves |  |  | Clean shelves and surfaces |
|  | Clean light fixtures |  |  | Clean and organize automotive supplies |
|  |  |  |  |  |
|  | **WHOLE HOUSE** | | | |
|  | Empty trash bins |  |  | Replace burnt-out light bulbs |
|  | Sort mails and paperwork |  |  | Clean mirrors, windows, and window sills |
|  | Dust surfaces and vacuum floors/carpet |  |  | Wipe down doors and door handles |
|  | Wash clothes |  |  | Sweep the porch |
|  | Sweep and mop floors |  |  | Mow the lawn |
| source: [www.neworchards.com](https://www.neworchards.com/) | | | | |