|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Cleaning To-Do’s | | | | |
|  |  |  |  |  |
| **LIVING ROOM** | |  | **KITCHEN** | |
|  | Organize magazines and books |  |  | Wipe countertops and cabinets |
|  | Vacuum carpets and rugs |  |  | Clean sink and faucet |
|  | Wipe down electronics and remotes |  |  | Sweep and mop the floor |
|  | Clean windows and mirrors |  |  | Empty and sanitize trash bin |
|  | Dust all surfaces and shelves |  |  | Organize pantry and fridge |
|  | Full and arrange cushions |  |  | Clean inside microwave and oven |
|  |  |  |  |  |
| **BATHROOM** | |  | **BEDROOM 1** | |
|  | Scrub toilet, tub, and sink |  |  | Replace bedding |
|  | Clean mirror |  |  | Dust furniture and lamps |
|  | Replace towels and toiletries |  |  | Vacuum or sweep floor |
|  | Mop the floor |  |  | Organize closet and drawers |
|  | Disinfect high-touch surfaces |  |  | Declutter nightstands |
|  | Empty trash can |  |  | Clean and organize bathroom |
|  |  |  |  |  |
| **BEDROOM 2** | |  | **BEDROOM 3** | |
|  | Replace bedding |  |  | Replace bedding |
|  | Dust furniture and lamps |  |  | Dust furniture and lamps |
|  | Vacuum or sweep floor |  |  | Vacuum or sweep floor |
|  | Organize closet and drawers |  |  | Organize closet and drawers |
|  | Declutter nightstands |  |  | Declutter nightstands |
|  | Clean and organize bathroom |  |  | Clean windows |
|  |  |  |  |  |
| **GARAGE** | |  | **OUTDOOR** | |
|  | Sweep and clear floor |  |  | Sweep porch or patio |
|  | Organize tools and equipment |  |  | Wipe outdoor furniture |
|  | Inspect lighting |  |  | Clean entryway |
|  | Dispose unwanted auto supplies |  |  | Water plants |
|  | Wipe down surfaces |  |  | Pick up debris or litter |
|  | Organize seasonal stored items |  |  | Wash exterior windows |
| source: [www.neworchards.com](http://www.neworchards.com) | | | | |