

Cleaning Checklist²



Area	Daily Tasks	M	T	W	T	F	S	S
Kitchen	Wipe down countertops and appliances							
	Wash dishes and load/unload the dishwasher							
	Sweep or vacuum the floor							
	Empty trash bin							

Area	Daily Tasks	M	T	W	T	F	S	S
Bathroom	Wipe down bathroom surfaces (sink, countertop)							
	Wipe down toilet seat and handle							
	Empty and clean bathroom trash bin							
	Wipe down bathroom surfaces (sink, countertop)							

Area	Daily Tasks	M	T	W	T	F	S	S
Living Room	Dust surfaces and electronic devices							
	Vacuum or sweep the floor							

Area	Daily Tasks	M	T	W	T	F	S	S
Bedroom	Make the bed							
	Dust surfaces and electronics							
	Vacuum or sweep the floor							
	Make the bed							

Area	Daily Tasks	M	T	W	T	F	S	S
Common Areas	Vacuum under furniture and in corners							
	Dust and wipe down light fixtures and ceiling fans							

