

### A Simple Regular House Cleaning Checklist:

With regular housework, as in everything, it helps to have a map or plan of where you're headed. You don't really want a schedule for cleaning, you want a checklist or reminder of what needs to be done at approximately what intervals. The golden rule:

**Clean it when it's soiled, not when it's scheduled.**

Here is a sample of the type of outline we pro cleaners use.

Consider this as a general guide — things like the number/age of the people in your household, your climate, and the type of furnishings you have will also have a bearing on how often things need to be done.

**Happy Cleaning,**



If you have a tough cleaning problem, would like further advice or need any additional cleaning supplies, give us a call toll free at **(800) 451-2402** or visit the **Don Aslett's Cleaning Center Store** nearest you.



## House Cleaning Checklist:

### Daily:

- ☐ Straighten up the whole place
- ☐ Do all dishes
- ☐ Wipe counters and range top
- ☐ Make beds
- ☐ Dump kitchen garbage
- ☐ Clean up any spots and spills
- ☐ Hang up all clothes
- ☐ Read and dispose of mail and magazines
- ☐ Praise any cleaning effort

### Exterior:

- ☐ Police any litter or left-behind tools/toys

### Semiweekly:

- ☐ Vacuum most-used areas
- ☐ Do laundry

### Weekly:

- ☐ Vacuum carpets
- ☐ Sweep or dustmop hard floors
- ☐ Damp-mop floors
- ☐ Dust furniture
- ☐ Change beds
- ☐ Spot clean handprints, etc.
- ☐ Wash door glass
- ☐ Clean mirrors
- ☐ Clean sinks
- ☐ Clean showers and tubs
- ☐ Clean the outside and erase ring inside toilet bowl
- ☐ Dump all trash cans

### Monthly:

- ☐ Dust woodwork and high and low areas
- ☐ Catch all cobwebs
- ☐ Vacuum upholstery
- ☐ Vacuum drapes
- ☐ Vacuum blinds
- ☐ Sweep or vacuum carpet edges
- ☐ Surface clean carpeting
- ☐ Apply additional finish on heavy traffic areas of finished floors
- ☐ Damp-wipe seats of chairs
- ☐ Clean out refrigerator
- ☐ Clean kitchen cabinet fronts
- ☐ Clean appliance fronts and tops
- ☐ Dissolve any hard-water buildup
- ☐ Wash/disinfect trash containers

### Exterior Monthly:

- ☐ Wash doormats
- ☐ Sweep or hose walks/driveway
- ☐ Wash easy-to-reach windows
- ☐ Spot clean doors
- ☐ Sweep garage

### Quarterly:

- ☐ Polish furniture
- ☐ Check and clean or change furnace/central air conditioning filters
- ☐ Dry clean carpets

### Twice a Year:

- ☐ Clean oven
- ☐ Defrost freezer
- ☐ Degrease stove hood/exhaust fan
- ☐ Wash vinyl furniture
- ☐ Turn mattresses
- ☐ Vacuum air and heat vents
- ☐ Dust tops of tall furniture, rafters, etc.

### Annually:

- ☐ Strip and refinish floors
- ☐ Wash or dry-sponge walls
- ☐ Touch up nicks in wall paint
- ☐ Clean under and behind things
- ☐ Wash hard-to-reach windows
- ☐ Wash or dry-clean drapes or curtains
- ☐ Wash window screens
- ☐ Clean light fixtures
- ☐ Wash blinds
- ☐ Wash/clean blankets
- ☐ Shampoo carpet/upholstery if needed

### Exterior Annually:

- ☐ Clean drain gutters
- ☐ Wash exterior of all windows
- ☐ Clean screens/storm doors
- ☐ Clean/sweep chimney

### Every Several Years or So:

- ☐ Wash or otherwise clean ceilings

### The Exception:

- ☐ Clean it when it's soiled, not when it's scheduled.

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