

Housekeeper Lists by NSD PAM SHAW

+Housecleaning- daily

DATE_____

BEGIN EACH DAY:

Errands:

1._____

2._____

3._____

Laundry

_____ Go to each room, sort, and begin.

_____ Keep loads going all day, folded and put away (# of loads_____).

Kitchen

_____ dishes, counters____, stove top____

_____ put away dishes from DW (dry off tops)

_____ clean (dust)window and back splash

_____ clean microwave, shine dishwasher, fridge

_____ sweep floors- all wood, swifter afterwards

4._____

5._____

6._____

7._____

8._____

9._____

Laundry Room

_____ Cat box

_____ floors laundry room (sweep sand/once a week, wet clean floor)

_____ wipe off appliances, H2O heater, clean sink

10._____

Downstairs

_____ dust (all wood, all 'dustable' things; stairs, edges, decorative things

_____ cat hair removed (D.R. chairs, red couches, white couch, guest room)

_____ vacuum rugs

MISC.

_____Refrig-keep shelves clean; keep old food out;

_____sweep porches____ patio____,garage____, rid spider webs-lights____
ceilings____ house

_____ corners____, windex windows____, chairs____,swing____ (wash off)

_____Tidy all rooms, beds, put away piles, stair basket, overall

_____add to grocery list

_____dry cleaners (put all in closets, in from garage)

- _____check indoor plants,H2O
- _____outdoor plants, H2O
- _____fresh hand towels in guest bath, wash when dirty and replace
- _____under sink area clean, back of door clean from spills
- _____wipe off hand spots from kitchen cabinets near handles
- _____Empty car of trash, items...Thomas bring in his own drink, backpack...
- _____clean out sinks, @ toilets and shine mirrors towards end of week

Other priority list for today:

- 1 _____
- 2 _____
- 3 _____
- 4 _____
- 5 _____
- 6 _____ **Check other master list** for possible needs.

THOMAS SCHEDULE/ACTIVITIES:

HOUSEKEEPING 2 Week of: _____ to _____

Sandra's EXTRA check list. Make a check by each line for the week so that at weeks' end we can see how many times each thing has been done, and what has not been done.

- _____ Have you checked all plants for water?
- _____ Is the laundry caught up (using the 3"-5" that I detailed on how to separate, etc.? Have you checked for dirty laundry in Thomas's room and my closet?
- _____ Are the towels in guest bath clean?
- _____ Is the guest bath sink, floor, toilet, toothbrush drawer clean? Are the faucets shined?
- _____ Is the kitchen floor swept, water cleaned?
- _____ Is the cat box clean?
- _____ Is there sand on the laundry room floor?
- _____ Appliances clean (laundry and kitchen)
- _____ Vacuum bags clean, dusted off outer part
- _____ Cleaning supplies well organized, carriers cleaned out from dirt, dust
- _____ Is there anything on the stairs or baskets that needs putting away?

- _____ Have you looked at refrigerator? Water cleaned shelved and drawers? Thrown away old or moldy food? Prepared meat thawed ready to go bad? Sorted lettuce and tossed bad?
- _____ Is the microwave clean?
- _____ Is the stove top, etc. clean?
- _____ Garage fridge, wash off outer (incl. Top) and inner shelves
- _____ Pantry clean and organized
- _____ Have you started grocery list of things you see going low?
- _____ Have you removed cat hair from all places they sleep-red couches____ d.r. chairs____tv furn.____ guest bedroom____master bedrm____, any other_____
- _____ Have you looked at the garage? Need tidying? Move edge things to sweep
- _____ Porches/patio? Need sweeping, furniture need wiping down? Swing?
- _____ Porch patio lamps need cleaning?
- _____ Sliding glass door, windows need cleaning?
- _____ Weeds that you see need pulling? Front /back yard areas?
- _____ Baseboards /walls need cleaning? (Baseboards, use small vac first, then white clean cloth and 409; wall spots, clean cloth and barely any 409
- _____ Stairs/carpet have spots from cats or spills?
- _____ Beds need making?
- _____ Clothes need folding/ putting away? (fold carefully _)
- _____ Start dinner?
- _____ Press shirts or pants for Thomas
- _____ Chapel outfit pressed?
- _____ Sunday pants clean? Pressed? (want all pants clean before Fri. ends)
- _____ Is there fresh coffee made? Coffee pot cleaned in sink_____
- _____ Are there diet cokes and diet rite chilled?
- _____ Is the kitchen desk drawer clean, orderly?
- _____ Are the drawers that hold cloth napkins neat ? Are like napkins together folded neatly, pressed if needed?
- _____ Have you dusted light switches, plugs? Out of way things? Magazines? Books that sit out? Lamps that are open? Kitchen/kitchen table lamps? Window sills, Blinds?
- _____ Dusted Chandelier, fans, cans for lights, window blinds, computer keys
- _____ Washed any obvious windows
- _____ Cleaned mirrors including master closet mirror
- _____ Is the car clean? Carpet spots?__ Dust?__ Junk?__ Paper? Trunk?__

_____ Have you put things back from where you used them?

_____ Is the coat closet clean?

_____ Thomas's room (fine to do with him when he gets home from school, preferably) Is ANYTHING out of its place? Are the bed's made, pillows on?

_____ Is his bath/ vanity clean? Are all dirty clothes brought down?

_____ Is his closet in order, clothes folded nicely and hung carefully?

_____ Are all yellow towels in Thomas's bath? All navy /purple in guest bath? Light green in Jerry's bath?

_____ As you walk around the house/in the garage/ car , do you see ANYTHING that is not where it belongs? Move it!

_____ Have I run all errands, made deposits, deliveries as I said I would?

_____ Have I communicated all loose ends, anything about Thomas's school, car, or other incidents with Pam and Jerry?

_____ A fair question: Am I honestly working productively right now and giving my employers my very best effort of excellence?