



4-Hour Weekly House Cleaning Checklist

See how fast you can finish this list!

This is a weekly cleaning list that covers the basic/minimum cleaning chores of the week. Print one for each week and check off each step as you finish it. Use a timer to keep track of each 15-minute segment and try to beat your time each week (try to getting to 10 minutes for each segment!) This checklist does *not* cover deep cleaning activities which you will need to schedule separately. This list is prioritized in such a way that chores that make the best visual impact come first.

- 0:00** ☐ **Prepare:** Put sheets in wash. Light candles, open blinds, turn on music, get water, cleaning supplies.
- 0:15** ☐ **Pick Up Public Spaces:** Put items away, use a basket to redistribute items around the house.
- 0:30** ☐ **Pick Up Private Spaces:** Put items away, use a basket to redistribute items. Switch washer/dryer.
- 0:45** ☐ **Clean Kitchen:** Unload and reload dishwasher, clean surfaces, clean kitchen table.
- 1:00** ☐ **Dust:** All rooms. Use pre-treated cloths to make it faster.
- 1:15** ☐ **Clean Master Bathroom Surfaces:** Clean surfaces, mirrors, toilets, fixtures, sinks.
- 1:30** ☐ **Clean Master Bathroom Tub/Shower:** Clean the shower sides, then fixtures, then the bottom.
- 1:45** ☐ **Laundry Pit Stop (#1):** Make beds with the clean sheets, switch washer/dryer.
- 2:00** ☐ **Clean Kids' / Additional Bathroom Surfaces:** Clean surfaces, mirrors, toilets, fixtures, sinks.
- 2:15** ☐ **Clean Kids' / Additional Bathroom Tub/Shower:** Clean the tile, then fixtures, then the tub.
- 2:30** ☐ **Sweep/Vacuum:** Sweep and/or vacuum all interior floors.
- 2:45** ☐ **Laundry Pit Stop (#2):** Fold/put away a load, put clean sheets on beds, switch washer/dryer.
- 3:00** ☐ **Mop:** Wet-clean all of the tile/stone/wood floors in the house.
- 3:15** ☐ **Tend to Pets:** Scrub pet dishes and refill, clean kitty litters/cages, etc., brush fur, provide medicines if needed.
- 3:30** ☐ **Tend to Outdoors/Plants:** Sweep front and back porches, water potted plants, trim dead leaves.
- 3:45** ☐ **Laundry Pit Stop #3:** Fold whites, put darks in the dryer and put a new load in (reds, delicates, etc).
- 4:00** ☐ **Celebrate!** You're done with your basic cleaning this week. Write down your time.

Questions? Check out the practical tips and checklists on www.healthyhomeceo.com.