



ROOM-BY-ROOM CLEANING CHECKLISTS

KITCHEN CLEANING CHECKLIST

Daily Tasks

- Wash dishes/load dishwasher
- Wipe countertops, stove, sink
- Sweep floor/spot clean
- Take out trash as needed

Weekly Tasks

- Clean microwave interior
- Wipe appliance exteriors
- Clean stovetop thoroughly
- Wipe cabinet fronts
- Mop floor
- Clean trash can

Monthly/Deep Cleaning

- Clean refrigerator interior
 - Clean oven interior
 - Clean under/behind appliances
 - Descale coffee maker
 - Clean range hood and filter
 - Clean backsplash thoroughly
 - Organize pantry
 - Clean inside cabinets/drawers
 - Clean refrigerator coils
 - Polish stainless steel surfaces
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BATHROOM CLEANING CHECKLIST

Daily Tasks

- Wipe sink and countertop
- Squeegee shower after use
- Quick wipe toilet seat/rim
- Hang towels to dry

Weekly Tasks

- Scrub toilet completely
- Clean shower/tub
- Clean and polish mirror
- Sweep and mop floor
- Wash bath mat if needed
- Clean soap dishes/holders

Monthly/Deep Cleaning

- Descale showerhead
 - Clean grout
 - Wash shower curtain/liner
 - Clean exhaust fan
 - Organize cabinets/storage
 - Clean light fixtures
 - Disinfect trash can
 - Clean door frames
 - Replace shower liner if needed
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LIVING ROOM CLEANING CHECKLIST

Daily Tasks

- Return items to proper places
- Fluff/straighten pillows and blankets
- Clear and wipe tables
- Quick vacuum if needed



Weekly Tasks

- Dust all surfaces and decor
- Vacuum upholstered furniture
- Vacuum carpet thoroughly
- Clean glass surfaces/mirrors
- Dust electronics
- Clean throw pillow covers

Monthly/Deep Cleaning

- Vacuum under furniture
 - Clean baseboards/molding
 - Spot clean upholstery
 - Clean window treatments
 - Dust ceiling corners
 - Clean light fixtures
 - Condition leather furniture
 - Wash blankets and throws
 - Clean remote controls
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BEDROOM CLEANING CHECKLIST

Daily Tasks

- Make bed
- Put away clothes
- Clear nightstand
- Return items to proper places

Weekly Tasks

- Change bed linens
- Dust surfaces and furniture
- Vacuum floor
- Clean mirrors
- Launder bed linens

Monthly/Deep Cleaning



- Rotate/flip mattress
 - Vacuum mattress
 - Wash mattress pad/protectors
 - Clean under bed
 - Organize drawers
 - Clean light fixtures
 - Dust blinds/window treatments
 - Wash pillows
 - Clean baseboards
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DINING ROOM CLEANING CHECKLIST

Weekly Tasks

- Dust all surfaces
- Clean table thoroughly
- Vacuum/mop floor
- Wipe down chairs
- Clean glass/mirrors
- Vacuum rug if applicable

Monthly/Deep Cleaning

- Polish wood furniture
 - Clean chair cushions
 - Clean light fixture/chandelier
 - Wash tablecloths/runners
 - Clean china cabinet glass
 - Dust inside china cabinet
 - Clean wall décor
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HOME OFFICE CLEANING CHECKLIST

Weekly Tasks

- Dust all surfaces



- Clean desk surface
- Organize papers
- Empty trash
- Vacuum/mop floor
- Clean computer screen
- Disinfect keyboard/mouse

Monthly/Deep Cleaning

- Organize desk drawers
- Clean office chair
- Sort through files
- Clean light fixtures
- Dust shelving thoroughly
- Clean window treatments
- Wipe baseboards
- Clean printer/office equipment