DAILY CLEANING CHECKLIST

KITCHEN

- Wash dishes/load dishwasher
- Wipe countertops and stove
- Clean sink
- Sweep floor or spot clean
- Take out trash if full
- Wipe table after meals
- Put away food items

BATHROOM

- Wipe sink and countertop
- Squeegee shower after use
- Straighten towels
- Quick toilet wipe if needed
- Empty small trash if full

LIVING AREAS

- Return items to proper places
- Fluff and straighten pillows
- Clear and wipe tables
- Quick declutter
- Fold blankets

BEDROOMS

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

ENTRYWAY

- Hang up coats and bags
- Put away shoes
- Sort mail
- Empty pockets

GENERAL

- 10-minute pickup of high-traffic areas
- Wipe down frequently touched surfaces
- Check calendar for tomorrow's needs

Daily cleaning maintenance takes approximately 20-30 minutes total and prevents buildup that requires more intensive cleaning later.