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Weekly Cleaning Checklist

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# Bathrooms:

* Change and launder bath mats, towels, and washcloths.
* Clean toilets, bathtubs, showers, and sinks.
* Dust light fixtures.
* Empty trash bins and wipe the insides and outsides.
* Vacuum and mop floors.
* Wipe mirrors.

# Bedrooms:

* Change and launder sheets and pillowcases.
* Discard magazines and catalogs on side tables; store those you want to keep.
* Dust surfaces, including furniture, objects, and light fixtures.
* Empty trash bins.
* Fluff pillows and comforters.
* Vacuum floors.

# Dining Room:

* Dust surfaces and objects, including furniture and light fixtures.
* Vacuum upholstery and floor.

# Entryways, Stairs, and Hallways:

* Dust staircase banisters, furniture, objects, and light fixtures.
* Launder machine-washable throw rugs and runners.
* Vacuum stairs and landings.
* Vacuum and mop floors.
* Wipe mirrors.

# Home Office:

* Dust surfaces and objects, including furniture, light fixtures, and electronics.
* Empty trash bin.
* Sort through in-boxes: pay bills, file paid bills and paperwork.
* Vacuum floor.

# Kitchen:

* Discard foods and beverages past their prime.
* Dust light fixtures.
* Flush drain with boiling water.
* Wipe surfaces, including sink, countertops, the outside of the ventilation hood, refrigerator and cupboard doors.
* Wipe the inside of the oven, microwave, and toaster oven.
* Wipe the inside and outside of trash and recycling bins.
* Vacuum and mop floor.

# Library:

* Dust the tops and spines of books, shelves, and light fixtures.

# Living Room:

* Discard magazines and catalogs on coffee or side tables; store those you want to keep.
* Dust surfaces and objects, including furniture, light fixtures, and electronics.
* Fluff and rotate sofa cushions.
* Vacuum upholstery and floor.

# Throughout the House:

* Wipe hand and pet prints from windows and glass doors.
* Vacuum vents.