



# Cleaning Schedule

Daily	Monthly	Date complete Every 6 Months	Date Complete Yearly
<input type="checkbox"/> Clear & wipe kitchen sink	<input type="checkbox"/> Vacuum upholstery	<input type="checkbox"/> Wash curtains	<input type="checkbox"/> Clean lamp shades
<input type="checkbox"/> Clear & wipe-down counters	<input type="checkbox"/> Clean stove top/burners	<input type="checkbox"/> Wash blinds	<input type="checkbox"/> Scrub tile grout
<input type="checkbox"/> Wipe-down bathrooms	<input type="checkbox"/> Disinfect wastebaskets	<input type="checkbox"/> Wash windows	<input type="checkbox"/> Clean stove hood
<input type="checkbox"/> Pick-up stray items	<input type="checkbox"/> Dust Moldings	<input type="checkbox"/> Clean oven	<input type="checkbox"/> Wash stove hood filter
<input type="checkbox"/> Laundry(wash/dry/put-away)	<input type="checkbox"/> Doorknobs & switch-plates	<input type="checkbox"/> Vacuum & flip mattress	<input type="checkbox"/> Clean carpets/rugs
<b>Weekly</b>	<input type="checkbox"/> Wipe down cabinets	<input type="checkbox"/> Vacuum Drapes	<input type="checkbox"/> Clean out cabinets
<input type="checkbox"/> Vacuum/Sweep/Mop	<input type="checkbox"/> Dust ceiling fans	<input type="checkbox"/> Sponge-clean upholstery	<input type="checkbox"/> Wash walls
<input type="checkbox"/> Scour kitchen sink	<input type="checkbox"/> Clean microwave	<input type="checkbox"/> Clean baseboards	<input type="checkbox"/> Clean pantry
<input type="checkbox"/> Clean & disinfect counters	<input type="checkbox"/>	<input type="checkbox"/> Descalc coffee maker	<input type="checkbox"/> Clean out garage
<input type="checkbox"/> Wipe appliances/microwave	<input type="checkbox"/>	<input type="checkbox"/> Clean pillows	<input type="checkbox"/> Wash shower curtains
<input type="checkbox"/> Dust all hard surfaces	<input type="checkbox"/>	<input type="checkbox"/> Dust or vacuum refrigerator coil	<input type="checkbox"/> Professionally clean upholstery (every 2 yrs.)
<input type="checkbox"/> Bathrooms (shower/tub/toilet)	<input type="checkbox"/>	<input type="checkbox"/> Change heat/air filters (every 3 - 6 months)	<input type="checkbox"/> Professionally clean drapes (every 2 yrs.)
<input type="checkbox"/> Change & launder sheets	<input type="checkbox"/>	<input type="checkbox"/> Clean comforter	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Refrigerator/Freezer	<input type="checkbox"/>