



HOUSEHOLD CLEANING JOBS

	Living AREAS	Dining & KITCHEN	Bath ROOM(S)	Bed ROOM(S)	Files & OFFICE	All of the EXTRAS
DAILY	*put away clutter at end of day *vacuum	*wash dishes *sanitize countertops *sweep/vacuum foods bits from floor	*make sure toilets are flushed!!	*make/straighten beds *put dirty clothes in hamper	*sort mail *take mugs to kitchen	*Take your 5 Parent Minutes *Exercise/Stretch for 15 min. *Laundry
WEEKLY	*straighten and dust all surfaces *clean kid level doors/windows *sweep/mop/vacuum *clean coffee/end tables	*clean microwave *wipe down appliances *toss old food *straighten pantry *take out garbage *sweep/mop/vacuum	*clean toilet *clean sinks/countertops *scrub shower/tub *clean mirrors & fixtures *wash floor	*change sheets *dust *straighten closet *vacuum/mop	*dust/wipe down surfaces *file bills/ paperwork *take time to plan your week and update your calendar *vacuum/mop	*make a meal plan *water indoor plants *make a grocery list/shop
MONTHLY	*vacuum furniture *wipe baseboards *clean fireplace	*dump out toaster *clean out fridge *steam clean the floor/counters	*wash bathmats *check shwr curtain *wash toothbrush holder	*wipe windows *clean baseboards	*clean computer screen	*clean out purse/bags/ backpacks *wash clothing washing machine
QUARTERLY	*change seasonal décor	*check water filters *clean oven	*replace toothbrushes	*flip mattress over *sort/purge closet & drawers	*sort through paperwork	*check air filters, dryer connection & smoke detector batteries
YEARLY	*wash windows	*clean behind appliances	*replace towels & matts	*clean under bed & behind furniture	*collect tax info *archive files	*wash all windows in house *clean curtains