**Spring-Cleaning Checklist**

**□ Clean Shades and Curtains**

Take down window treatments. Dust slat blinds, and launder curtains and fabric shades: Either hand-wash and lightly steam in place, or send to a dry cleaner.

**□ Clean Refrigerator and Freezer**

Unplug refrigerator; discard any items past their prime. Store food in a cooler, then wash fridge from top to bottom with warm, sudsy water. Add baking soda to water to deodorize surfaces.

**□ Clean Rugs, Carpets, and Floors**

Vacuum rugs and carpets. Machine-wash or dry-clean area rugs (check label for manufacturer’s directions), and shampoo wall-to-wall carpeting. Wash and wax floors.

**□ Clean Upholstered Furnishings**

Take cushions outside and gently beat them by hand to remove dust. If there are stains, check the pieces for care labels. Use a vacuum’s upholstery and crevice tools to clean under seat cushions.

**□ Dust Books and Shelves**

Take everything off the shelves, and brush shelves and books with a feather duster. Use the dust-brush or a crevice tool on a vacuum to reach into tight spots. Wipe the spines of leather bound books with a clean, soft cloth.

**□ Dust Your Home Thoroughly**

This includes hard-to-reach places, such as the tops of ceiling fans and window casings. Always work from the top of a room down, vacuuming the dust that settles on the floor. Avoid using dusting sprays.

**□ Perform a Safety Check**

Check smoke-detector batteries frequently; replace every six months. Test batteries in carbon monoxide detectors and flashlights; inspect pressure gauges on fire extinguishers.

**□ Renew Mattresses and Cushions**

Vacuum mattresses and box springs. Rotate and flip mattresses before replacing them on the box springs. Flip sofa and chair cushions.

**□ Replace Filters**

Vacuum and clean grates, coils, and condensers on furnaces, refrigerators, stoves, and air conditioners. Remove filters in furnaces and air conditioners, and either clean or replace them.

**□ Replace Storm Windows with Screens**

Remove storm windows; replace cracked panes, re-caulk windows, and repaint the frames before storing. Before installing screens, repair holes with tweezers (or replace entire screen).

**□ Sort Through Wardrobes**

Separate clothes into piles: off-season, donation, dry cleaner, tailor. Wash and mend clothing before putting back in closet or storing.

**□ Wash Windows**

Remove dust, dirt, and cobwebs with a soft brush. Wash windows inside and out with a mild dilution of either ammonia or white vinegar in water; dry with a squeegee followed by a rag.

**□ Wipe Walls and Ceilings**

Use a vacuum to remove dust. Tackle stubborn surface grime, especially prevalent in kitchens, with a solvent-free degreaser (test it first in an inconspicuous area to ensure it won’t mar the surface).