**Weekly Cleaning Checklist**

**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