

## Bathrooms

- ☐ Open the window when cleaning with chemicals.
- ☐ Empty bins and then wash them out.
- ☐ Pick up bath mats and remove towels. These are now for the wash.
- ☐ Scrub bath with a multipurpose bathroom cleaner, then fill with warm water and leave a capful of bleach. This can be emptied once the bathroom is finished.
- ☐ Wipe down sinks with a multipurpose cleaner.
- ☐ Scrub the shower tiles, paying attention to the grout as well as the tile. Buff this dry with a glass cleaner for shine.
- ☐ Wash down the shower door; if you have stubborn water marks use some limescale remover and then buff these dry.
- ☐ Soak the shower tray with bleach and put a generous amount down the plughole. Leave to soak before rinsing.
- ☐ Scrub the toilet, clean all around the pan and the bottom. Leave in bleach.
- ☐ Use glass cleaner on the mirrors and the window
- ☐ Clean out cabinets. Remove any items that are out of date or that you are no longer using and clean the inside thoroughly and then the outside.
- ☐ Wash the floor, steam or get on your hands and knees and get in all the nooks and crannies.
- ☐ Rinse away the bleach that's been soaking.
- ☐ Add in clean towels and bath mats.

## Bedrooms

- ☐ Change bedding.
- ☐ Hoover and lightly steam mattress and headboard.
- ☐ Put any stray clothes away.
- ☐ Hoover blinds/curtains.
- ☐ Dust furniture.
- ☐ Organise drawers.
- ☐ Throw away, or give to charity, any items that are not needed.
- ☐ Dust light fittings and the tops of picture frames.
- ☐ Hoover ceilings, removing any cobwebs.
- ☐ Change over diffusers.

## Dressing Rooms

- ☐ Sort clothes into seasons.
- ☐ Turn hangers to face the same way.
- ☐ Make sure folded items are neat and ordered.
- ☐ If you have items you no longer need, get rid of them.
- ☐ Organise and dust shelves.
- ☐ Organise shoes into pairs, ideally keep boxes so these can be stacked neatly.
- ☐ Hoover.
- ☐ Polish mirrors.

## Home office

- ☐ Dust office desktops.
- ☐ Clean the keyboard and mouse.
- ☐ Check office supplies, (i.e. paper, envelopes, pens, stamps, pens).
- ☐ Sort through loose paperwork and file.
- ☐ Organise and dust shelves.
- ☐ Dust window frame.
- ☐ Clean the window.
- ☐ Run a backup on your computer and delete any old files to give you more space.

## Hallway

- ☐ Clean walls and inside of the door.
- ☐ Dust any shelves/radiator covers etc. Dust picture frames.
- ☐ Shake and Hoover rug.
- ☐ Organise shoes and coats in the cupboard.

## Living Room

- ☐ Lightly steam sofas and chairs.
- ☐ Steam rug.
- ☐ Wash and Hoover the floor.
- ☐ Polish furniture.
- ☐ Polish windows/doors/mirrors.
- ☐ Organise any clutter.
- ☐ Dust TV/DVD/BluRay.
- ☐ Wash cushion covers and any blankets.

## Dining Room

- ☐ Clean table top and legs.
- ☐ Clean chairs and make sure you turn them over and do the feet as well as the legs.
- ☐ Hoover blinds/curtains.
- ☐ Hoover and wash the floor.
- ☐ Polish furniture.
- ☐ Dust light fittings.
- ☐ Dust picture frames.
- ☐ Organise any drawers with placemats and cutlery. (Make sure you still have a full set).

## Kitchen

- ☐ Open the window when using chemicals.
- ☐ Remove all items from the surfaces and wipe down.
- ☐ Wipe the fronts of all the doors and the handles.
- ☐ Remove food from cupboards and wipe these over before replacing items.
- ☐ Empty the fridge and throw away any out of date food.
- ☐ Clean the inside of the fridge.
- ☐ Clean the microwave.
- ☐ Clean inside drawers and cutlery tray.
- ☐ Organise cloths and tea towels into neat piles within drawers.
- ☐ Sort recipe folder.
- ☐ Wipe down any splashback or tiles.
- ☐ Wipe the cooker splashback and then buff with baby oil for a shine.
- ☐ Wipe down the cooker top.
- ☐ Clean the oven inside and out.
- ☐ Clean the dishwasher; run on a hot cycle and add in a dishwasher cleaner.
- ☐ Empty and clean the bin, paying attention to the lid area where food can get stuck.
- ☐ Hoover and wash the floor.
- ☐ Wash the window and the window seal.
- ☐ Descale the kettle.

## Utility Room

- ☐ Run the washing machine on a hot wash with a washing machine cleaning or use white wine vinegar.
- ☐ Empty the bins and clean.
- ☐ Clean out the vents on the tumble drier.
- ☐ Organise cleaning supplies.
- ☐ Wipe down surfaces.
- ☐ Clean inside cupboards.