

# Cleaning checklist



## Living room

- Dust all surfaces, including furniture, picture frames, lamps, and shelves.
- Vacuum or sweep the floors, making sure to get into corners and under furniture.
- Clean the windows, including the frames and sills.
- Wash or dust curtains, blinds, and other window treatments.
- Wipe down any electronics, such as televisions and speakers.
- Clean any rugs or carpets in the room, using a vacuum or carpet cleaner.
- Clean any upholstery, such as sofas or chairs, using a vacuum or upholstery cleaner.
- Clean any decorative items, such as vases or figurines, with a damp cloth.
- Clean any light fixtures, replacing bulbs as necessary.
- Clean the walls and baseboards with a damp cloth.
- Organize any books or other items on shelves.
- Put away any items that do not belong in the living room.
- Freshen up the room by adding plants, flowers, or scented candles.
- Take out the trash.

## Home office

- Clear off all surfaces, including the desk, shelves, and other furniture.
- Sort through papers and other items on the desk, determining which ones can be thrown away or filed.
- Dust all surfaces, including the desk, shelves, and other furniture.
- Clean any computer screens or other electronics with a microfiber cloth.
- Vacuum or sweep the floors, making sure to get into corners and under furniture.
- Wipe down any windows or mirrors in the room with glass cleaner.
- Wash or dust curtains or blinds in the room.
- Clean any light fixtures or bulbs in the room.
- Clean any decorative items, such as pictures or wall hangings, with a damp cloth.
- Organize any paperwork or other items that need to be filed, making sure they are easily accessible.
- Organize any books or other materials on shelves.
- Check any pens, pencils, or other writing materials to make sure they are still working.
- Wipe down the phone or other communication devices with a damp cloth.
- Clean any cabinets or drawers, removing any spills or stains from the surfaces.
- Take out the trash.

