How to Organize Your Home Simply

Checklist

daily

- Wipe and clear counters
- Make beds
- Wash and dry dishes
- Do one load of laundry
- Take out trash
- Clean sink and kitchen floors in the evening

monday *(bathroom)*

- Scrub toilets
- Clean sinks, mirrors and counters
- Clean showers and bath tubs
- Replace towels and wash bath rugs
- Mop and sweep floors
- Take out the trash
- Throw away old and empty bottles

tuesday *(living room)*

- Dust and straighten shelves and cabinets
- Vacuum, sweep and mop
- Wash and clean windows and blinds
- Organize toys and declutter

wednesday *(kitchen)*

- Clean stove and microwave
- Scrub and clean, counters and sink
- Wipe and disinfect fridge and freezer
- Scrub, sweep and mop floors

thursday *(bedroom)*

- Dust and vacuum
- Change sheets, pillow cases and curtains
- Sort dirty laundry
- Clean windows and blinds
- Straighten closets and drawers

friday *(other rooms)*

- Dust and vacuum
- Straighten shelves, desks and drawers
- Clean washer and dryer
- dust ceiling fans and light fixtures

weekend *(outdoor)*

- Sweep porch and patio
- Organize garage
- Mow the lawn and take out weeds
- Clean out the car

misc

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weekly
Cleaning Checklist

kitchen

- Clean and coffee maker
- Wipe off small appliances
- Clean fridge and freezer
- Deep clean stove burners
- Wipe off kitchen cabinets
- Scrub and deep clean sink and faucet
- Cycle clean washer and dishwasher

bathrooms

- Wash and change shower curtain
- Clean and update medicine cabinet
- Declutter under bathroom sinks
- Clean shower head and faucets

living area

- Declutter shelves and drawers
- Wash and change throw pillows
- Vacuum and disinfect rugs and carpets
- Wash and change curtains

others

- Declutter and sort out garage
- Organize storage/basement/ attic
- Wash windows
- Switch plates and other cutlery
- Defrost and deep clean freezer
- Wash area rugs
- Clean out dryer vent
- Disinfect all trash cans
- Dust walls and ceiling corners for cobwebs
- Sweep out fireplace
- Vacuum all furnitures
- Wipe all doors , chair rail, moldings
- Dust light fixtures and lamp shades
- Throw away outdated files and papers
- Clean window tracks
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monthly
Cleaning Checklist