

# Ultimate Cleaning Checklist

## Daily Cleaning

### All areas of the house:

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- Sweep or vacuum high traffic areas of your kitchen, living room and dining room.
- Tidy and put away clutter or at least put it all into one pile to deal with later.
- Empty rubbish as needed.
- Do laundry as needed.

### Kitchen/Dining Room:

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- Wipe down the kitchen countertops, stovetop, appliance fronts, cabinets and pantry.
- Wipe down the splashback.
- Spot clean any food splatters on the wall.
- Empty the dishwasher if it's full.
- Empty the sink of dirty dishes.
- Wash and dry dishes by hand or load the dishwasher.
- Clean the sink.
- Replace the kitchen towel.
- Microwave your kitchen sponge (2 minutes) or replace your kitchen washcloth.
- Wipe down the tabletop (and chairs if necessary).
- Put away any food or ingredients that have been left out.

### Bedroom:

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- Make the beds.
- Pick up clothing from the floor (put away or place it in the laundry hamper).
- Wipe down any condensation on windows in the morning.

### Lounge:

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- Wipe down the coffee table.
- Tidy up any books, DVDs, magazines, toys etc.
- Straighten pillows and throws.

### Bathroom:

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- Wipe down the bathroom sink countertop and basin.
- Remove any water or toothpaste marks from the mirror and faucets.
- Pick up and hang or put any wet towels in the laundry hamper.
- Replace flannels and hand towels as needed.
- Check the toilet bowl and clean if marks are noticeable.

# Ultimate Cleaning Checklist

## Weekly Cleaning Tasks

### All areas of the house:

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- Vacuum, sweep, and mop floors.
- Remove any carpet or upholstery stains.
- Dust surfaces including shelves, windowsills, tabletops, picture frames, ceiling fan blades, and blinds.
- Dust skirting boards and light shades.
- Wipe down door handles, doorknobs, and light switches.
- Wash and/or air out any pet bedding.
- Clean windows (inside) and mirrors.

### Kitchen/Dining Room:

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- Clean the microwave including the turntable (if you have one).
- Clean out the crumb tray of your toaster.
- Pull small appliances and movable kitchen objects forward, wipe them on all sides and where they usually sit.
- Dispose of any expired or spoiled food from the pantry and fridge.
- Check and spot clean any spills inside the refrigerator and oven.

### Bedroom:

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- Strip the bed and wash the sheets and pillowcases.
- Remove duvet cover and wash if required.
- Make the bed with clean sheets and pillowcases.
- Pick up any dirty clothes and put them in the laundry.
- Fold and put away any clean clothes.

### Bathroom:

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- Wipe down all toilet surfaces including the cistern, both sides of the lid and toilet seat, and the outside of the toilet bowl with disinfectant.
- Clean inside toilet bowl with toilet cleaner or disinfectant.
- Clean shower and bathtub surfaces to remove soap scum.
- Check and remove any hair clogging the drain.
- Clean and squeegee shower door.
- Clean mirror.
- Wipe down faucets.

# Ultimate Cleaning Checklist

## Deep Cleaning Tasks

### All areas of the house:

- Wash window exteriors.
- Clean heat pump filters.
- Clean ceiling fans.
- Check fire extinguishers and smoke alarms - change batteries.
- Deep clean carpets and upholstery.
- Clean windows inside and out. Remove cobwebs.
- Wipe down door panels and frames.
- Spot clean ceilings and walls to remove marks.
- Declutter your house (including your wardrobe).
- Check and clean curtains if necessary.

### Bedroom:

- Check and clean range hood filters.
- Wipe down the outer surfaces of the range hood.
- Clean oven.
- Defrost freezer.
- Clean refrigerator and freezer seals.
- Wipe down the top of all cupboards and appliances.
- Degrease kitchen drain.
- Remove items from the pantry, cupboards, fridge, kitchen drawers and wipe down all surfaces.
- Clean the inside of the dishwasher including drain and filter.

### Bathroom:

- Check for and discard any expired personal hygiene and makeup products.
- Discard unused or expired medications.
- Replace the shower curtain.
- Scrub tile grout.
- Clean showerhead
- Clean shower and/or bath drain with drain cleaner.

### Laundry:

- Remove lint from dryer exhaust.
- Scrub laundry tub.

# Ultimate Cleaning Checklist

## Moving In/Out Cleaning Tasks

### **All areas of the house:**

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- Dust and wipe down skirtings, ceilings, switches, window frames and sills.
- Sweep, vacuum, and/or mop all floors.
- Deep clean carpeted areas.
- Remove all items not listed as chattels.
- Remove all rubbish.

### **Walls:**

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- Remove any nails, picture hangers, or tack used to secure pictures or objects on the wall.
- If the paint has been chipped or damaged, fill any holes and cover with a fresh coat if required.
- Remove any cobwebs, marks, and mould.

### **Kitchen:**

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- Remove everything from your cabinets, drawers and pantry, and scrub all surfaces thoroughly.
- Clean your dishwasher and oven.
- Bonus tip: Clean your refrigerator and freezer while it is empty before moving it.

### **Bathroom:**

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- Scrub (and bleach if necessary) bathroom grout.
- Wipe down all surfaces including the countertop, sink basin, shelves, and drawers.
- Disinfect all toilet surfaces including the cistern, bowl, lid, and seat.
- Clean all drains including sink basin, bath, and shower.
- Check your extractor fan for any build-up of dust.

### **Window Coverings:**

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- Check and clean all curtains and fabric blinds.
- Dust and/or wipe down all wooden or Venetian blinds.