

## Outdoors

- |  | <u>Date</u> | <u>Who</u> |
|--|-------------|------------|
| <input type="checkbox"/> Rake leaves, clear away yard debris | _____       | _____      |
| <input type="checkbox"/> Wash window exteriors               | _____       | _____      |
| <input type="checkbox"/> Clean deck and patio furniture      | _____       | _____      |
| <input type="checkbox"/> Clear out and plant flower beds     | _____       | _____      |
| <input type="checkbox"/> Inspect, clean and refuel barbecue  | _____       | _____      |
| <input type="checkbox"/> Wash out garbage and recycling bins | _____       | _____      |
| <input type="checkbox"/> Wash or resurface driveway          | _____       | _____      |
| <input type="checkbox"/> Clean out gutters and downspouts    | _____       | _____      |

## Garage/Storage Shed

- |   |       |       |
|---|-------|-------|
| <input type="checkbox"/> Sweep and wash floor                 | _____ | _____ |
| <input type="checkbox"/> Inspect, clean and repair yard tools | _____ | _____ |
| <input type="checkbox"/> Tune up lawn mower, sharpen blade    | _____ | _____ |
| <input type="checkbox"/> Dispose of old cleaning chemicals    | _____ | _____ |
| <input type="checkbox"/> Sweep and wash concrete floor        | _____ | _____ |

## Kitchen

- |  |       |       |
|--|-------|-------|
| <input type="checkbox"/> Clean behind refrigerator, coils      | _____ | _____ |
| <input type="checkbox"/> Defrost and clear out freezer         | _____ | _____ |
| <input type="checkbox"/> Clear out pantry, wash shelves        | _____ | _____ |
| <input type="checkbox"/> Clean under and inside of oven/range  | _____ | _____ |
| <input type="checkbox"/> Empty cabinets and wash shelves       | _____ | _____ |
| <input type="checkbox"/> Clean inside of refrigerator          | _____ | _____ |
| <input type="checkbox"/> Clean range vent/filter and hood      | _____ | _____ |
| <input type="checkbox"/> Clean and sanitize sinks, clear drain | _____ | _____ |
| <input type="checkbox"/> Sweep and wash floors                 | _____ | _____ |

## Dining Room

- |  |       |       |
|--|-------|-------|
| <input type="checkbox"/> Clean windows/window treatments | _____ | _____ |
| <input type="checkbox"/> Clean/polish table and chairs   | _____ | _____ |
| <input type="checkbox"/> Sweep/mop hard floors           | _____ | _____ |
| <input type="checkbox"/> Steam clean carpets/area rugs   | _____ | _____ |

## Bathrooms

- |   |       |       |
|---|-------|-------|
| <input type="checkbox"/> Clean and sanitize sinks, clear drains | _____ | _____ |
| <input type="checkbox"/> Clean and sanitize tub, shower, toilet | _____ | _____ |
| <input type="checkbox"/> Clean mirrors and glass                | _____ | _____ |
| <input type="checkbox"/> Clean and polish fixtures              | _____ | _____ |
| <input type="checkbox"/> Clean tile surfaces, inspect grout     | _____ | _____ |
| <input type="checkbox"/> Wash floors                            | _____ | _____ |
| <input type="checkbox"/> Dispose of expired medications         | _____ | _____ |

## Bedrooms

- |  | <u>Date</u> | <u>Who</u> |
|--|-------------|------------|
| <input type="checkbox"/> Rearrange seasonal clothing in closet | _____       | _____      |
| <input type="checkbox"/> Dust furniture/shelves/light fixtures | _____       | _____      |
| <input type="checkbox"/> Steam clean carpets/area rugs         | _____       | _____      |
| <input type="checkbox"/> Clean out under beds and in closets   | _____       | _____      |
| <input type="checkbox"/> Change batteries in smoke detectors   | _____       | _____      |
| <input type="checkbox"/> Dust/mop baseboards                   | _____       | _____      |
| <input type="checkbox"/> Clean windows/window treatments       | _____       | _____      |

## Living Room

- |  |       |       |
|--|-------|-------|
| <input type="checkbox"/> Dust all hard surfaces/shelves/blinds | _____ | _____ |
| <input type="checkbox"/> Clean carpets/area rugs/hard floors   | _____ | _____ |
| <input type="checkbox"/> Shampoo furniture upholstery          | _____ | _____ |
| <input type="checkbox"/> Clean fireplace, get chimney swept    | _____ | _____ |
| <input type="checkbox"/> Polish wood surfaces and furniture    | _____ | _____ |
| <input type="checkbox"/> Clean windows/window treatments       | _____ | _____ |

## Office

- |   |       |       |
|---|-------|-------|
| <input type="checkbox"/> Dust office surfaces/equipment       | _____ | _____ |
| <input type="checkbox"/> Purge filing cabinets, recycle paper | _____ | _____ |
| <input type="checkbox"/> Clean computer, monitor, keyboard    | _____ | _____ |
| <input type="checkbox"/> Dust cobwebs; ceiling/baseboard      | _____ | _____ |
| <input type="checkbox"/> Steam clean carpets/area rugs        | _____ | _____ |
| <input type="checkbox"/> Clean windows/window treatments      | _____ | _____ |

## Stairs/Entry/Hallways

- |  |       |       |
|--|-------|-------|
| <input type="checkbox"/> Steam clean carpets/area rugs   | _____ | _____ |
| <input type="checkbox"/> Sweep/mop hard floors           | _____ | _____ |
| <input type="checkbox"/> Dust cobwebs; ceiling/baseboard | _____ | _____ |
| <input type="checkbox"/> Clean windows/window treatments | _____ | _____ |

## Laundry/Basement/Utility Room

- |  |       |       |
|--|-------|-------|
| <input type="checkbox"/> Clean washer and dryer exteriors      | _____ | _____ |
| <input type="checkbox"/> Clean inside rim of washer            | _____ | _____ |
| <input type="checkbox"/> Dust light fixtures and bulbs         | _____ | _____ |
| <input type="checkbox"/> Clean laundry sink and clear drain    | _____ | _____ |
| <input type="checkbox"/> Drain and refill hot water heater     | _____ | _____ |
| <input type="checkbox"/> Sweep and mop floor, clear drain      | _____ | _____ |
| <input type="checkbox"/> Change furnace/air conditioner filter | _____ | _____ |
| <input type="checkbox"/> Dispose of old cleaning chemicals     | _____ | _____ |
| <input type="checkbox"/> Donate, sell or toss unused items     | _____ | _____ |
| <input type="checkbox"/> Dust cobwebs; ceiling/baseboard       | _____ | _____ |