### Outdoors
- Rake leaves, clear away yard debris
- Wash window exteriors
- Clean deck and patio furniture
- Clear out and plant flower beds
- Inspect, clean and refurbish barbecue
- Wash out garbage and recycling bins
- Wash or resurface driveway
- Clean out gutters and downspouts

### Garage/Storage Shed
- Sweep and wash floor
- Inspect, clean and repair yard tools
- Tune up lawn mower, sharpen blade
- Dispose of old cleaning chemicals
- Sweep and wash concrete floor

### Kitchen
- Clean behind refrigerator
- Defrost and clear out freezer
- Clear out pantry, wash shelves
- Clean under and inside of oven/range
- Empty cabinets and wash shelves
- Clean inside of refrigerator
- Clean range vent/filter and hood
- Clean and sanitize sinks, clear drain
- Sweep and wash floors

### Dining Room
- Clean windows/window treatments
- Clean/polish table and chairs
- Sweep/mop hard floors
- Steam clean carpets/area rugs

### Bathrooms
- Clean and sanitize sinks, clear drains
- Clean and sanitize tub, shower, toilet
- Clean mirrors and glass
- Clean and polish fixtures
- Clean tile surfaces, inspect grout
- Wash floors
- Dispose of expired medications

### Bedrooms
- Rearrange seasonal clothing in closet
- Dust furniture/shelves/light fixtures
- Steam clean carpets/area rugs
- Clean out under beds and in closets
- Change batteries in smoke detectors
- Dust/mop baseboards
- Clean windows/window treatments

### Living Room
- Dust all hard surfaces/shelves/blinds
- Clean carpets/area rugs/hard floors
- Shampoo furniture upholstery
- Clean fireplace, get chimney swept
- Polish wood surfaces and furniture
- Clean windows/window treatments

### Office
- Dust office surfaces/equipment
- Purge filing cabinets, recycle paper
- Clean computer, monitor, keyboard
- Dust cobwebs; ceiling/baseboard
- Steam clean carpets/area rugs
- Clean windows/window treatments

### Stairs/Entry/Hallways
- Steam clean carpets/area rugs
- Sweep/mop hard floors
- Dust cobwebs; ceiling/baseboard
- Clean windows/window treatments

### Laundry/Basement/Utility Room
- Clean washer and dryer exteriors
- Clean inside rim of washer
- Dust light fixtures and bulbs
- Clean laundry sink and clear drain
- Drain and refill hot water heater
- Sweep and mop floor, clear drain
- Change furnace/air conditioner filter
- Dispose of old cleaning chemicals
- Donate, sell or toss unused items
- Dust cobwebs; ceiling/baseboard

---

### SPARK CLEANING CHECKLIST

**www.smead.com/organizedlife**

© 2018 Smead Manufacturing Company