

Fall Cleaning Checklist

DAILY	WEEKLY	MONTHLY
Kitchen		
Wash dishes	Wipe up spills in fridge	Dust blinds and vacuum curtains
Clear and wipe table	Throw out old food	Wash windows
Wipe countertops and stove	Clean outside of appliances	Wipe cupboard doors
Wipe the sink	Scrub and shine sink	Clean fridge
Sweep	Shake or vacuum rugs	Clean oven and oven hood
Wipe up spots on the floor	Mop	Clean small appliances
Take out trash		Wash trash can
Bathroom		
Spray shower with shower mist	Mop	Clean showerhead
Clean mirror	Clean sink/countertop	Wash windows
Wipe the sink and counter	Wipe door/knobs	Wash rugs
Clean the toilet bowl	Clean tub	Wash trash can
Wipe toilet seat and rim	Clean outside of toilet	
	Empty trash	
	Shake or vacuum rugs	
Bedrooms		
Make bed	Change sheets	Straighten shoes
Straighten nightstand	Dust	Straighten drawers
Put clothes away	Vacuum	Dust blinds/vacuum curtains
		Wash windows
		Vacuum around the edges of room
Living/Family Rooms		
Clean up the clutter	Dust	Clean mirrors/dust pictures
Straighten pillows/cushions	Vacuum	Clean electronics
Straighten coffee/end tables	Straighten books, DVD's, etc.	Dust blinds/vacuum curtains
Wipe spots off tables		Wash windows
		Vacuum couch
		Vacuum around the edges of room
Home Office		
Clean up the clutter	File Papers	Clean mirrors/dust pictures
Sort mail	Dust	Dust blinds/vacuum curtains
	Vacuum	Wash windows

Reliable Cleaning Services — CLEANING SCHEDULE

SITE: SAMPLE		1X per day	1X per week	2X per mo.	1X per qtr.	4X per year	1X per year
AR	ACTIVITY						
GENERAL INTERIOR (Reception, Conference Rooms, Offices, Cubicles, Tech Area, Training Rooms)							
GI	Empty trash cans, replace liner if necessary.	X					
GI	Check and dust high and low corner areas within reach.	X					
GI	Clean all entrance glass doors.	X					
GI	Exposed areas of computers including screens dusted, detailed.	X					
GI	Detailed dust exposed areas of desks, furniture, partitions, phones, countertops, office equipment, file cabinets, chairs.	X					
GI	Sweep, mop, sanitize hard surface floors, remove obvious marks where practicable including stairwells.	X					
GI	Vacuum carpets, incl. under desks and traffic mats.	X					
GI	Clean side glass panes adjacent to entrance glass doors.		X				
GI	Check and clean light fixtures.			X			
GI	Dust vents, grills, diffusers and high ledges.				X		
GI	Check and dust wall decor, blinds and sills.				X		
GI	Clean all exposed carpet edges and baseboards.				X		
GI	Exposed areas of interior glass will be cleaned.					X	
REST ROOM AREAS: (ALL)							
RR	Empty trash cans, replace liner.	X					
RR	Thoroughly sanitize sinks, commodes, urinals, countertops, partitions, grab bars, changing table, walls by dispensers.	X					
RR	Clean mirrors, dry-shine bright work.	X					
RR	Refill dispensers—hand towels, toilet paper, soap. Dispenser/hand dryers will be sanitized and polished.	X					
RR	Sweep, mop, sanitize hard surface floors, paying attention to baseboards and corners.	X					
RR	Dust grills, diffusers and high ledges.				X		
RR	Ceramic tile floors machine scrubbed.				X		
RR	Hot steam vapor cleaning service.					X	
RR	Spot clean doors and door frames as necessary.	AN					
CAFETERIA/KITCHEN AREAS: (ALL)							
CAF	Empty trash cans, replace liner.	X					
CAF	Sanitize exposed areas of table, countertops, backsplashes.	X					
CAF	Wash/sanitize sink and dry-shine. Water cooler cleaned, sanitized and polished.	X					
CAF	Sanitize coffee pot/carafes.	X					
CAF	Refill and sanitize towel dispensers.	X					
CAF	Sweep, mop, sanitize hard surface floor. Pay attention to baseboards/corners.	X					
CAF	Dust grills, diffusers and high ledges.					X	

CHURCH CLEANING CHECKLIST PRINTABLE

Bathrooms

- Remove everything from sink countertop
- Spray mirrors with window cleaner & wipe down
- Spray down sink and counters & wipe clean
- Polish soap-dip, toothbrush holders, etc.
- All linens to laundry, including shower curtains
- Replace towels & washcloths with clean ones
- Spray & wipe down toilet & clean bowl, base
- Spray down shower & tub, let sit, then scrub
- Put all bath toys in dishwasher for sanitizing
- Wipe down baseboards & behind toilet
- Sweep & steam mop floor
- Clean windows and ledges

Bedrooms

- Pick up all clothes & put away or in laundry
- Sort out clutter from all tabletops
- Strip bed & replace with clean linens; make bed
- Clean underneath bed or organize underbed storage
- Clean out closet floor and vacuum or sweep; dust
- Organize shoes and closet storage
- Pack up winter clothes, sort spring/summer wear
- Wipe down upper shelves of dust, organize
- Polish all wood surfaces
- Wash windows, sills, & blinds; launder curtains
- Wipe down ceiling fan, dust baseboards
- Vacuum or sweep floor, mop

Laundry

- Wash & dry clothes
- Clear out clutter off all surfaces
- Run washer & dryer on sanitation cycles
- Wipe off tops, fronts, & sides of W/D
- Move machines & clear out behind (just & etc.)
- Clean out dryer lint trap
- Unclog sink & wipe down
- Wipe down walls & baseboards
- Clean out cabinets & wipe down
- Organize linens & storage
- Fold clothes, put away
- Sweep & mop floor

Basement

- Storage: Label all bins/bags appropriately
- Food Storage: Rotate, pitch expired food
- Food Storage: Fill water with fresh
- Sweep/dust water heater/boiler room
- Empty deep freeze, pitch expired food
- Thaw freezer ice, wipe inside & out
- Wash windows & sills
- Organize & put away toys/books/etc.
- Get rid of all unneeded/unwanted items (donate/sell)
- Organize clutter into bins, small and large
- Wipe down/dust all surfaces
- Sweep or vacuum, mop where applicable

Garage

- Back out cars to driveway
- Move all vehicles/tools out (bikes, strollers, etc)
- Remove all tools from shelves, wipe shelves
- Organize tools on pegboard/hooks
- Check storage boxes and label appropriately
- Get rid of anything unused for over a year
- Or move to long term storage
- Properly dispose of expired chems/paints/etc.
- Make room for bikes/strollers/tools/mowers
- Fix any major cracks on floor/driveway
- Sweep garage floor, corners
- Haze down garage door front

Finishing Touches

- Vacuum/sweep all floors, including front and back porches
- Empty all garages & take junk to donation center
- Relax and enjoy your clean home!

Bleach.

Long-handled duster.

Broom.

Mop.

Fresh trash bag.

2 PICK UP WHAT DOESN'T BELONG

Put trash in trash can.

Gather items that belong elsewhere, put in bag.

3 TACKLE THE SINK

Empty the sink, load dishes in dishwasher.

Scrub the sink with cleaner, rinse well.

Buff spots off faucets.

4 WIPE THINGS DOWN WITH CLEANER

Cupboard doors and handles.

Drawer fronts and handles.

Backsplash.

Small appliances.

Range hood and stove top.

Oven/floor.

Appliance fronts.

Light switches, door knobs, phone.

Wipe all surfaces.

6 RUMMAGE THROUGH THE FRIDGE

Toss out spoiled food.

Wipe away spills and spots.

Change drawer liners.

(Empty the trash can and put the trash can outside.)

7 CLEAN THE TRASH CAN

Fill with hot water.

Add cleaner, scrub and rinse.

Let dry in sun.

8 CLEAN THE FLOOR

Sweep.

Mop.

9 FINISH UP

Put trash bag in trash can, return to place.

Set out fresh kitchen towel.

