

Now before you start here are a few tips:

1. Designate an area in your home to put items that you want to get rid of. Schedule dropping it off so the stuff doesn't live there permanently.
2. Just start one room at a time, one item at a time, and before you know it the room will be all checked off.
3. While you're going through every room make a list of any repairs that need to be done.
4. If you have a dishwasher use it for those little finicky things instead of wasting all of your elbow grease. For example: Vent covers, fan covers, combs/brushes, dish racks, toys, drain catchers, and even shower caddies.
5. In-list the help of the entire house hold and make it fun by playing music. Unless you're the only person living here you shouldn't be the only one cleaning it.
6. Don't try and make a big dinner when cleaning all day. Make a simple dinner or even better go out or order take-out.

## bathrooms

## CHECK-OFF

## TO-DO-LIST

Tools needed: bucket, toothbrush, scouring pad/sponge, TSP, all-purpose bathroom cleaner, glass cleaner, garbage bag for any rubbish, paper towel and rags

Wash tub surround and tub by using an all-purpose cleaner and a sponge, work from top to bottom and scrub surround and tub. Spray cleaner then let sit for 5-15 minutes to remove built-up dirt and grime. Clean grout with an old toothbrush. Scrub/squeegee, rinse and dry shower doors. Wash shower curtain, and replace the old liner with a new one if needed. To prevent mildew wipe all surfaces down with a dry rag.

Clean toilet wearing rubber gloves. Apply liquid toilet cleaner and let sit for a few minutes. Using a toilet brush, scrub the inside of the bowl. Clean the seat, rim, base, lid and tank with disinfectant and dry completely before using.

Wash walls, moldings, cabinet doors, fan, light fixtures and lights switches.

Clean shelves/cabinets. Discard old, unused or expired items. Wash with soap and hot water.

Soak shower head and drains in a little hot water and TSP or heavy duty cleaner.

Scrub sink with a scouring pad/sponge with a mild detergent to remove stains. Use an old toothbrush to gently clean around faucet edges. Buff the sink and faucets with a dry cloth. To keep drains clog-free, flush with boiling water.

Wipe mirrors with glass cleaner and paper towel.

Sweep/Vacuum floors, scrub then using a cleaner specific to your type of flooring. You might want to get on your hands and knees here giving it a good cleaning. Mops have a hard time getting behind plumbing.

## CHECK-OFF

## TO-DO-LIST

- Tools Needed: Vacuum, Rags, all-purpose cleaner, paper towel, mop, garbage bag for any rubbish, labels, and bins/vacuum bag
- Vacuum mattress and box spring, rotate and flip over.
- Dust off all surfaces: night stands, pictures, accessories, etc..
- Wash Bedding
- Wash walls, moldings, doors, light fixtures and lights switches
- Clean window treatments. Dust blinds and wash drapery. Note: Be sure to follow the manufacturer's instructions for cleaning. Wash windows with warm soapy water; rinse and dry with paper towel or lint free rag. Clean other glass and mirrors in room with glass cleaner and paper towel.
- Store your heavy winter clothes and take your spring/summer clothes out of storage. This year, as you make this swap, take the time to do some sorting and purging. Let things go if you don't wear it before it's completely out of style. Make sure to label the bin or vacuum bag: seasonal clothes.
- Sweep or vacuum the floors. Be sure to pull furniture out to get all the dust bunnies that vagrant behind and under the bed, nightstand and bookcases.

## front entrance/boot room and hallway

## CHECK-OFF

## TO-DO-LIST

- Tools needed: vacuum/broom, mop, rags, all purpose cleaner, glass cleaner, bins/vacuum bag, labels, and dish detergent
- Store winter items. Pull all items out of closet, shelving and baskets. This year, as you make the swap, take the time to do some sorting and purging. If it's outgrown, old, out of style or wasn't worn this year let it go. When placing them in the bin to store be sure to label: seasonal jackets, accessories, footwear, or sports equipment.
- Wash walls, moldings, doors, light fixtures and lights switches. Note: microfiber mops with the extended handles work great for washing wall, especially if they're high.
- Sweep or vacuum the floors. Be sure to pull furniture out to get all the dust bunnies and grime that vagrant behind and under the furniture.
- Clean window treatments. Dust blinds and wash drapery. Note: Be sure to follow the instructions for cleaning. Wash windows with warm soapy water; rinse and dry with paper towel or lint free rag. Clean other glass and mirrors in room with glass cleaner and paper towel.

## CHECK-OFF

## TO-DO-LIST

- Tools needed: Bucket, toothbrush, rags, paper towel, oven cleaner, lemon juice, element liners or tinfoil, scouring pads, garbage bag for any rubbish, all-purpose kitchen cleaner, mop, and a vacuum/broom.
- Clean microwave by taking a bowl of water and lemon juice with a rag in it and boil it in your microwave for a minute or two. This will eliminate smells and steam off any stains. Using gloves with that hot rag, wipe the interior and exterior of the microwave.
- Clean the stove by using an oven cleaner. Leave it for the recommended time then scrub the inside and outside. Soak element trays and oven racks in warm, soapy water for a few hours. Remember to replace the element liners. It will look like new!
- Clean the fridge. Discard old, unused and expired food products. Wipe down all shelves and drawers with hot soapy water and a rag. Scrub with a scouring pad then rinse and dry. Wipe inside of microwave to remove food stains and dry completely.
- Clean out drawers and cupboards. Remove all items, vacuum then wipe with hot soapy water; only put back your essentials. If you have multiples or items you never use toss/donate them. Place a liner in them to protect your surfaces and kitchen wear.
- Wash walls, moldings, cupboard doors, light fixtures and lights switches
- Scrub sink with a scouring pad and a mild dishwashing detergent to remove stains. Use an old toothbrush to gently clean around faucet edges. Buff the sink and faucets with a dry cloth. To keep drains clog-free, flush with boiling water. Tip: to make your kitchen sink sparkle use baking soda with a wet cloth then buff it with a dry cloth or paper towel.
- Sweep/Vacuum floors, scrub then using a cleaner specific to your type of flooring.

## CHECK-OFF

## TO-DO-LIST

- Tools Needed: Vacuum/broom, mop, rags, window cleaner, paper towel, wood polish for any wood surfaces, & all-purpose cleaner.
- Dust all surfaces: artwork, bookshelves & books, electronic stands, all electronics, Using a feather duster, dust all surfaces, from walls and baseboards to tables and the television.  
Note: to make sure you get all those dust bunnies try removing all items off their surfaces before dusting.
- Wash walls, moldings, doors, light fixtures and lights switches. Note: microfiber mops with the extended handles work great for washing wall, especially if they're high
- Vacuum furniture: make sure to Remove all cushions from couches and chairs and vacuum underneath, Wash any slipcovers according to instructions.
- Clean window treatments. Dust blinds and wash drapery. Note: Be sure to follow the instructions for cleaning. Wash windows with warm soapy water; rinse and dry with paper towel or lint free rag. Clean other glass and mirrors in room with glass cleaner and paper towel.
- Sweep or vacuum the floors. Be sure to pull furniture out to get all the dust bunnies and grime that vagrant behind and under the furniture.