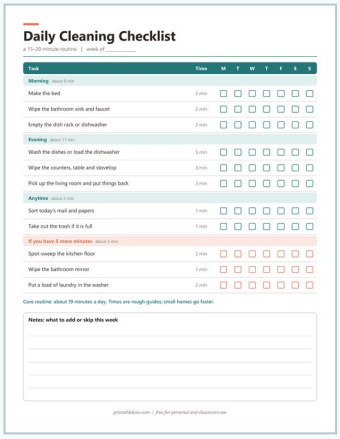
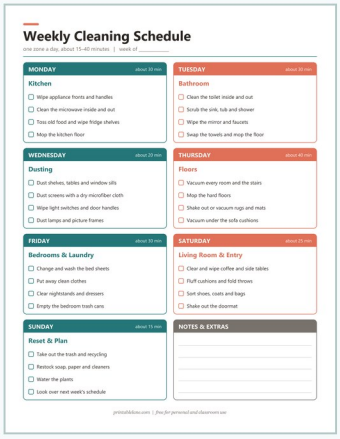
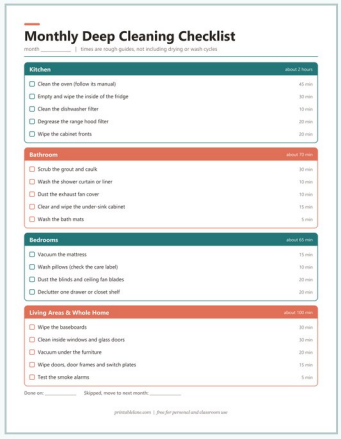
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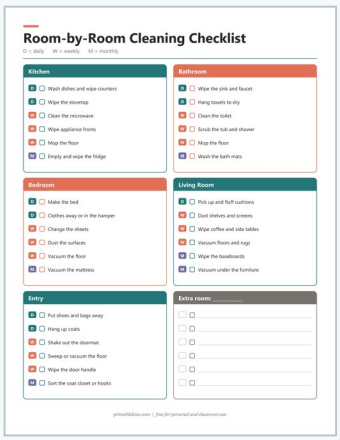
# Daily Cleaning Schedule

9 checklists & charts | daily, weekly, monthly, family



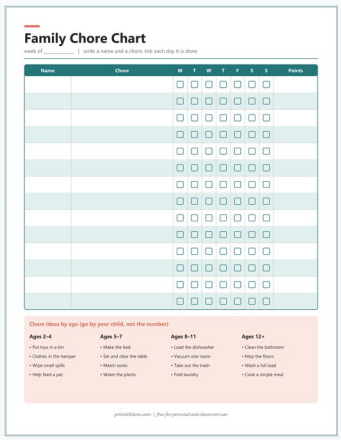



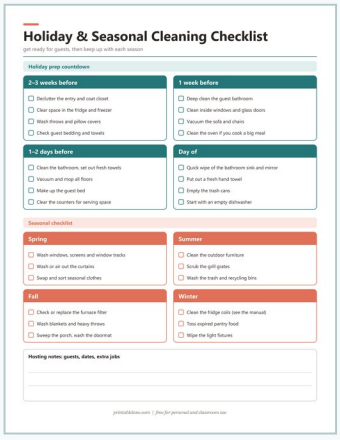


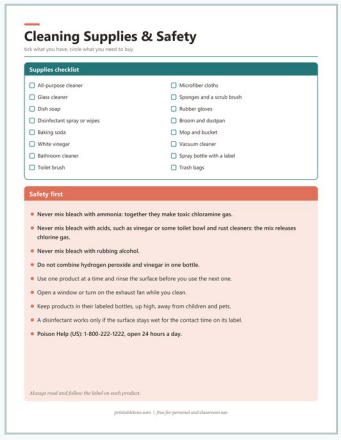










# Daily Cleaning Checklist

a 15–20 minute routine | week of _____

| Task | Time | M | T | W | T | F | S | S |
|---|---|---|---|---|---|---|---|---|
| **Morning** about 6 min | | | | | | | | |
| Make the bed | 2 min | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| Wipe the bathroom sink and faucet | 2 min | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| Empty the dish rack or dishwasher | 2 min | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| **Evening** about 11 min | | | | | | | | |
| Wash the dishes or load the dishwasher | 5 min | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| Wipe the counters, table and stovetop | 3 min | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| Pick up the living room and put things back | 3 min | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| **Anytime** about 2 min | | | | | | | | |
| Sort today's mail and papers | 1 min | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| Take out the trash if it is full | 1 min | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| **If you have 5 more minutes** about 5 min | | | | | | | | |
| Spot-sweep the kitchen floor | 2 min | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| Wipe the bathroom mirror | 1 min | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| Put a load of laundry in the washer | 2 min | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |

Core routine: about 19 minutes a day. Times are rough guides; small homes go faster.

**Notes: what to add or skip this week**

# Weekly Cleaning Schedule

one zone a day, about 15–40 minutes | week of _____

## MONDAY — about 30 min

### Kitchen

- [ ] Wipe appliance fronts and handles
- [ ] Clean the microwave inside and out
- [ ] Toss old food and wipe fridge shelves
- [ ] Mop the kitchen floor

## TUESDAY — about 30 min

### Bathroom

- [ ] Clean the toilet inside and out
- [ ] Scrub the sink, tub and shower
- [ ] Wipe the mirror and faucets
- [ ] Swap the towels and mop the floor

## WEDNESDAY — about 20 min

### Dusting

- [ ] Dust shelves, tables and window sills
- [ ] Dust screens with a dry microfiber cloth
- [ ] Wipe light switches and door handles
- [ ] Dust lamps and picture frames

## THURSDAY — about 40 min

### Floors

- [ ] Vacuum every room and the stairs
- [ ] Mop the hard floors
- [ ] Shake out or vacuum rugs and mats
- [ ] Vacuum under the sofa cushions

## FRIDAY — about 30 min

### Bedrooms & Laundry

- [ ] Change and wash the bed sheets
- [ ] Put away clean clothes
- [ ] Clear nightstands and dressers
- [ ] Empty the bedroom trash cans

## SATURDAY — about 25 min

### Living Room & Entry

- [ ] Clear and wipe coffee and side tables
- [ ] Fluff cushions and fold throws
- [ ] Sort shoes, coats and bags
- [ ] Shake out the doormat

## SUNDAY — about 15 min

### Reset & Plan

- [ ] Take out the trash and recycling
- [ ] Restock soap, paper and cleaners
- [ ] Water the plants
- [ ] Look over next week's schedule

## NOTES & EXTRAS

# Monthly Deep Cleaning Checklist

month _____ | times are rough guides, not including drying or wash cycles

## Kitchen — about 2 hours

- [ ] Clean the oven (follow its manual) — 45 min
- [ ] Empty and wipe the inside of the fridge — 30 min
- [ ] Clean the dishwasher filter — 10 min
- [ ] Degrease the range hood filter — 20 min
- [ ] Wipe the cabinet fronts — 20 min

## Bathroom — about 70 min

- [ ] Scrub the grout and caulk — 30 min
- [ ] Wash the shower curtain or liner — 10 min
- [ ] Dust the exhaust fan cover — 10 min
- [ ] Clear and wipe the under-sink cabinet — 15 min
- [ ] Wash the bath mats — 5 min

## Bedrooms — about 65 min

- [ ] Vacuum the mattress — 15 min
- [ ] Wash pillows (check the care label) — 10 min
- [ ] Dust the blinds and ceiling fan blades — 20 min
- [ ] Declutter one drawer or closet shelf — 20 min

## Living Areas & Whole Home — about 100 min

- [ ] Wipe the baseboards — 30 min
- [ ] Clean inside windows and glass doors — 30 min
- [ ] Vacuum under the furniture — 20 min
- [ ] Wipe doors, door frames and switch plates — 15 min
- [ ] Test the smoke alarms — 5 min

Done on: _____ Skipped, move to next month: _____

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# Room-by-Room Cleaning Checklist

D = daily  W = weekly  M = monthly

## Kitchen

- [ ] D Wash dishes and wipe counters
- [ ] D Wipe the stovetop
- [ ] W Clean the microwave
- [ ] W Wipe appliance fronts
- [ ] W Mop the floor
- [ ] M Empty and wipe the fridge

## Bathroom

- [ ] D Wipe the sink and faucet
- [ ] D Hang towels to dry
- [ ] W Clean the toilet
- [ ] W Scrub the tub and shower
- [ ] W Mop the floor
- [ ] M Wash the bath mats

## Bedroom

- [ ] D Make the bed
- [ ] D Clothes away or in the hamper
- [ ] W Change the sheets
- [ ] W Dust the surfaces
- [ ] W Vacuum the floor
- [ ] M Vacuum the mattress

## Living Room

- [ ] D Pick up and fluff cushions
- [ ] W Dust shelves and screens
- [ ] W Wipe coffee and side tables
- [ ] W Vacuum floors and rugs
- [ ] M Wipe the baseboards
- [ ] M Vacuum under the furniture

## Entry

- [ ] D Put shoes and bags away
- [ ] D Hang up coats
- [ ] W Shake out the doormat
- [ ] W Sweep or vacuum the floor
- [ ] W Wipe the door handle
- [ ] M Sort the coat closet or hooks

## Extra room: _____

- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____

# 4-Week Rotating Cleaning Schedule

month _____ | one deep-clean area each week

Keep the daily checklist and weekly zones going, then add this week's focus area.

## WEEK 1

**Kitchen**

about 2 hours

- [ ] Clean the oven (follow its manual) — 45 min
- [ ] Empty and wipe the inside of the fridge — 30 min
- [ ] Clean the dishwasher filter — 10 min
- [ ] Degrease the range hood filter — 20 min
- [ ] Wipe the cabinet fronts — 20 min

Dates: _____ to _____ Week done ☐

## WEEK 2

**Bathroom**

about 70 min

- [ ] Scrub the grout and caulk — 30 min
- [ ] Wash the shower curtain or liner — 10 min
- [ ] Dust the exhaust fan cover — 10 min
- [ ] Clear and wipe the under-sink cabinet — 15 min
- [ ] Wash the bath mats — 5 min

Dates: _____ to _____ Week done ☐

## WEEK 3

**Bedrooms**

about 65 min

- [ ] Vacuum the mattress — 15 min
- [ ] Wash pillows (check the care label) — 10 min
- [ ] Dust the blinds and ceiling fan blades — 20 min
- [ ] Declutter one drawer or closet shelf — 20 min

Dates: _____ to _____ Week done ☐

## WEEK 4

**Living Areas & Whole Home**

about 100 min

- [ ] Wipe the baseboards — 30 min
- [ ] Clean inside windows and glass doors — 30 min
- [ ] Vacuum under the furniture — 20 min
- [ ] Wipe doors, door frames and switch plates — 15 min
- [ ] Test the smoke alarms — 5 min

Dates: _____ to _____ Week done ☐

*Extra days at the end of the month: catch up on anything you skipped.*

# Family Chore Chart

week of _____ | write a name and a chore, tick each day it is done

| Name | Chore | M | T | W | T | F | S | S | Points |
|---|---|---|---|---|---|---|---|---|---|
| | | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | |
| | | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | |
| | | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | |
| | | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | |
| | | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | |
| | | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | |
| | | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | |
| | | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | |
| | | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | |
| | | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | |
| | | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | |
| | | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | |
| | | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | |
| | | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | |

## Chore ideas by age (go by your child, not the number)

### Ages 2–4

- Put toys in a bin
- Clothes in the hamper
- Wipe small spills
- Help feed a pet

### Ages 5–7

- Make the bed
- Set and clear the table
- Match socks
- Water the plants

### Ages 8–11

- Load the dishwasher
- Vacuum one room
- Take out the trash
- Fold laundry

### Ages 12+

- Clean the bathroom
- Mop the floors
- Wash a full load
- Cook a simple meal

# Blank Cleaning Schedule

fill in your own zones and tasks | week of _____

**Every day:**

☐ _____ ☐ _____ ☐ _____

| | | |
|---|---|---|
| **MONDAY** | **Zone:** _____ | **Time:** _____ |
| | ☐ _____ ☐ _____ | |
| | ☐ _____ ☐ _____ | |
| **TUESDAY** | **Zone:** _____ | **Time:** _____ |
| | ☐ _____ ☐ _____ | |
| | ☐ _____ ☐ _____ | |
| **WEDNESDAY** | **Zone:** _____ | **Time:** _____ |
| | ☐ _____ ☐ _____ | |
| | ☐ _____ ☐ _____ | |
| **THURSDAY** | **Zone:** _____ | **Time:** _____ |
| | ☐ _____ ☐ _____ | |
| | ☐ _____ ☐ _____ | |
| **FRIDAY** | **Zone:** _____ | **Time:** _____ |
| | ☐ _____ ☐ _____ | |
| | ☐ _____ ☐ _____ | |
| **SATURDAY** | **Zone:** _____ | **Time:** _____ |
| | ☐ _____ ☐ _____ | |
| | ☐ _____ ☐ _____ | |
| **SUNDAY** | **Zone:** _____ | **Time:** _____ |
| | ☐ _____ ☐ _____ | |
| | ☐ _____ ☐ _____ | |

# Holiday & Seasonal Cleaning Checklist

get ready for guests, then keep up with each season

## Holiday prep countdown

### 2–3 weeks before

- [ ] Declutter the entry and coat closet
- [ ] Clear space in the fridge and freezer
- [ ] Wash throws and pillow covers
- [ ] Check guest bedding and towels

### 1 week before

- [ ] Deep clean the guest bathroom
- [ ] Clean inside windows and glass doors
- [ ] Vacuum the sofa and chairs
- [ ] Clean the oven if you cook a big meal

### 1–2 days before

- [ ] Clean the bathroom, set out fresh towels
- [ ] Vacuum and mop all floors
- [ ] Make up the guest bed
- [ ] Clear the counters for serving space

### Day of

- [ ] Quick wipe of the bathroom sink and mirror
- [ ] Put out a fresh hand towel
- [ ] Empty the trash cans
- [ ] Start with an empty dishwasher

## Seasonal checklist

### Spring

- [ ] Wash windows, screens and window tracks
- [ ] Wash or air out the curtains
- [ ] Swap and sort seasonal clothes

### Summer

- [ ] Clean the outdoor furniture
- [ ] Scrub the grill grates
- [ ] Wash the trash and recycling bins

### Fall

- [ ] Check or replace the furnace filter
- [ ] Wash blankets and heavy throws
- [ ] Sweep the porch, wash the doormat

### Winter

- [ ] Clean the fridge coils (see the manual)
- [ ] Toss expired pantry food
- [ ] Wipe the light fixtures

**Hosting notes: guests, dates, extra jobs**

# Cleaning Supplies & Safety

tick what you have, circle what you need to buy

## Supplies checklist

- [ ] All-purpose cleaner
- [ ] Glass cleaner
- [ ] Dish soap
- [ ] Disinfectant spray or wipes
- [ ] Baking soda
- [ ] White vinegar
- [ ] Bathroom cleaner
- [ ] Toilet brush
- [ ] Microfiber cloths
- [ ] Sponges and a scrub brush
- [ ] Rubber gloves
- [ ] Broom and dustpan
- [ ] Mop and bucket
- [ ] Vacuum cleaner
- [ ] Spray bottle with a label
- [ ] Trash bags

## Safety first

- **Never mix bleach with ammonia: together they make toxic chloramine gas.**
- **Never mix bleach with acids, such as vinegar or some toilet bowl and rust cleaners: the mix releases chlorine gas.**
- **Never mix bleach with rubbing alcohol.**
- **Do not combine hydrogen peroxide and vinegar in one bottle.**
- Use one product at a time and rinse the surface before you use the next one.
- Open a window or turn on the exhaust fan while you clean.
- Keep products in their labeled bottles, up high, away from children and pets.
- A disinfectant works only if the surface stays wet for the contact time on its label.
- **Poison Help (US): 1-800-222-1222, open 24 hours a day.**

*Always read and follow the label on each product.*