

# Weekly Checklist by Action

## Day 1 - Washing

- Launder clothing and bedding, change the sheets and fluff the pillows.
- Launder the towels and bathmats. Replace the used towels with fresh ones.
- Remove everything from your kitchen walls and wipe off grease and grime.
- Clean windows, windowsills, and blinds
- Clean mirrors and glass.

## Day 2 - Dusting

- Dust surfaces, including ceiling fans, electronics, light fixtures, and furniture.
- Dust the spines and tops of books.

## Day 3 - Sanitizing

- Clean the toilet, bathtub, shower, and sink.
- Grind lemon in the drain, or pour boiling water down it for sanitization.
- Clean the refrigerator. Discard old food and wipe up spills.
- Wipe the insides and outsides of kitchen appliances.
- Sanitize the countertops.
- Sanitize any toys and surfaces.
- Empty the trash bins. Wipe their insides and outs.
- Sanitize door handles.

## Day 4 - Vacuuming

- Vacuum the dust from the vents, mattresses, and under the beds.
- Vacuum drapery.
- Vacuum carpets and stairs.

## Day 5 - Sweeping

- Sweep and clean behind the refrigerator and oven.
- Sweep and mop floors.

## Day 6 - Organizing

- Sort through inboxes and paperwork. Discard old magazines.
- Tidy and organize any closets and drawers. Refold clothing that might have come undone.

## Day 7 - Outdoors

- Tend to your garden and lawn.
- Sweep the porch and sidewalk.
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