

Flexible **CLEANING SCHEDULE**

Daily

- ★ MAKE BEDS
- ★ WASH/PUT AWAY DISHES
- ★ SWEEP FLOORS
- ★ WIPE KITCHEN COUNTERS
- ★ PUT AWAY TOYS
- ★ TAKE OUT ORGANICS/TRASH

Weekly

- ★ VACUUM MAIN FLOOR
- ★ MOP FLOORS
- ★ CLEAN BATHROOMS
- ★ WASH/PUT AWAY LAUNDRY
- ★ WIPE MIRRORS
- ★ DUST SHELVES/FURNITURE

Monthly

- ★ VACUUM BASEMENT
- ★ WASH BEDDING
- ★ WIPE APPLIANCES
- ★ WIPE SWITCHES/OUTLETS
- ★ WIPE BASEBOARDS
- ★ FILE/SHRED PAPERWORK

Annually or Bi-Annually

- ★ CLEAN/PURGE TOYS
- ★ CLEAN OUT CUPBOARDS
- ★ CLEAN OUT CLOSETS
- ★ CLEAN OUT FRIDGE/FREEZER
- ★ WASH LIGHT FIXTURES/FANS
- ★ WASH WINDOWS/DOORS