

Whole House

- Check batteries in smoke and carbon monoxide detectors
- $\hfill\square$ Wipe off all electrical outlets and light switches
- $\hfill\square$ Clean baseboards and door frames
- $\hfill\square$ Wipe down all doors and handles
- Clean ceiling fan blades and switch fan direction to counter clockwise
- Dust chandeliers and pendant lights
- Wipe out sills and clean tracks for laterally sliding windows and doors
- □ Clean windows and sliding doors
- □ Check ceiling corners for cobwebs
- Clean drapes/curtains/valances with the hand wand on your vacuum (or call Max I. Walker to pick them up for a professional cleaning), and clean blinds
- Dust picture frames and clean glass
- □ Spot clean or shampoo carpets
- □ Area rugs to Max I. Walker for professional cleaning
- Use a lint roller to remove dust from lampshades
- □ Clean register covers and air intake vents

Bathrooms/Laundry Room

- □ Clean mirrors, counter tops, sinks
- □ Pull out and clean drain stops
- □ Scrub and polish faucets
- Dust and clean vanity lights
- □ Wipe down/dust towel racks
- □ Clean base of toilet and the floor behind it
- □ Scrub both inside and outside of tub/shower
- □ Wash floor rugs
- □ Go through medicine cabinet and toiletries; safely dispose of expired items
- Wipe down fronts of all cabinets, and undersides of upper cabinets
- Pull items from drawers and cabinets, vacuum/wipe insides
- Move and clean under and behind washing machine and dryer
- \square Clean inside of washing machine
- $\hfill\square$ Clean dryer lint traps and exhaust duct

Garage/Dutdoors

- Organize garage and decide what needs to go
- Sweep or vacuum garage floor, deck/patio, driveway, sidewalks
- $\hfill\square$ Trim back dead foliage from last season
- $\hfill\square$ Clean out flower beds, replace mulch if necessary
- □ Check sprinklers, repair if necessary
- □ Replace any burnt out outdoor light bulbs
- $\hfill\square$ Fertilize grass and plants

Kitchen/Dining Area

- Wipe down fronts of all cabinets, and undersides of upper cabinets
- $\hfill\square$ Vacuum tops of upper cabinets, dust knickknacks
- □ Scrub entire backsplash
- □ Pull out stove and wipe down wall behind it
- $\hfill\square$ Clean exhaust vent above stove
- $\hfill\square$ Clean microwave inside and out
- Pull everything out of fridge and freezer, wipe shelves and drawers, throw away/consolidate food items
- □ Throw out old spices and pantry items
- Move fridge out and clean floor/wall(s), vacuum coils on back of fridge
- Go through plastic storage containers and throw anything away that is stained or marred (lids too)
- Pull items from drawers and cabinets, vacuum/wipe insides
- Organize items under kitchen sink and throw out what you don't use
- Dust/wipe down stool, chair and table legs

Living Areas/Family Room

- Clean fireplace and schedule chimney sweep if necessary
- $\hfill\square$ Wipe down houseplant containers/pull out dead foliage
- Take winter coats in for dry cleaning before storing for the summer
- $\hfill\square$ Dust knickknacks and the shelves they live on
- □ Clean TV (front and back) and electronics, dust the nest of cables behind entertainment center
- \square Wax or polish wood furniture

Bedroom

- 🛛 Heavy winter blankets to Max I. Walker for cleaning
- □ Rotate mattress and vacuum under bed
- $\hfill\square$ Wash protective mattress and pillow covers
- Dust furniture (don't forget the tops of tall items)
- □ Organize closet and decide what needs to go
- Dry clean sweaters and winter clothes before storing in a breathable container for the summer

Office

- $\hfill\square$ Organize paperwork and shred old documents
- $\hfill\square$ Clean computer, keyboard and mouse
- □ Dust desk, books and shelves
- Pull items from drawers and cabinets, vacuum/wipe insides

