



Every DAY

Living AREAs

- pick up clutter

Dining & KITCHEN

- clear & wipe down counters
- wash dishes
- empty garbage

Bed ROOMs

- make bed
- pick up clothes

Bath ROOMs

- clear counters
- wipe sinks
- hang towels

Paper & OFFICE

- sort mail

Planning & MISCELLANEOUS

- 15 minute prep



Every WEEK

- straighten bookshelves
- dust surfaces
- wipe down or polish furniture
- wipe down or windex doors or kid-level windows
- sweep, mop, & vacuum

- sanitize countertops
- disinfect microwave
- toss old food
- wipe down appliances
- straighten pantry & cupboards
- wipe down doors
- sweep & mop

- dust surfaces
- change & launder sheets
- straighten closet
- sweep, mop, & vacuum

- wash towels
- clean toilet
- scrub shower & bathtub
- windex mirrors & fixtures
- clean sinks & counters
- sweep & wipe down floor

- pay any bills that are due
- dust desk area
- wipe down surfaces
- file any papers in inbox
- update calendar
- sweep, mop, & vacuum

- do laundry
- meal planning
- make grocery list
- go grocery shopping
- water plants



Every MONTH

- vacuum furniture
- clean baseboards

- polish appliances
- clean out refrigerator

- clean baseboards

- wash shower curtain
- wash bathmats

- clean computer screen

- clean out purse
- drop off dry cleaning



Every QUARTER

- rotate seasonal decor

- change water filter

- sort & purge closet/drawers
- flip mattress

- replace toothbrushes

- sort & purge paperwork

- check batteries in smoke detector
- change air filter



Every YEAR

- condition leather furniture

- clean oven
- clean behind appliances

- clean behind furniture

- replace shabby towels

- archive files
- collect tax info

- wash windows
- clean curtains

LWSL Master Cleaning List