

YOUR WEEKLY CLEANING CHECKLIST

A simple seven-day plan for a fresher home

WEEK OF _____

WEEKLY CLEANING TIPS

1. Open the window to let fresh air in and stale air out
2. Eat a light meal, and stay hydrated
3. Wear comfy clothes and shoes
4. If you have a washing machine, put in a load of laundry
5. Play music that makes you feel good
6. Keep your supplies together in a bucket, tote, or professional cleaning apron
7. Declutter first to get a feeling of accomplishment, make room to work, and avoid tripping
8. Generally, start at the top and work down
9. Check for signs of pests and mold daily
10. Give yourself a little reward at the end of each day, whether you finish or not

DAY 1 Reset & plan

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| ☐ Choose your top priority for the week | ☐ Clear counters, table and seating |
| ☐ Dust visible surfaces | ☐ Wipe high-touch spots |
| ☐ Empty trash | ☐ Sweep or vacuum as needed |

DAY 2 Bedroom

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|--|---|
| ☐ Wash bed linens | ☐ Clean windows |
| ☐ Declutter and dust surfaces | ☐ Empty trash |
| ☐ Wipe high-touch spots | ☐ Sweep or vacuum floors |

DAY 3 Kitchen

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|---|--|
| ☐ Remove cobwebs and dust | ☐ Wipe windows and splash areas |
| ☐ Clean small appliances and cupboards | ☐ Disinfect countertops and touchpoints |
| ☐ Clear old food; wipe refrigerator | ☐ Clean stovetop |
| ☐ Empty and wash trash bin | ☐ Sweep and mop floor |

DAY 4 Bathroom

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| ☐ Clean mirrors and windows | ☐ Clean shower curtain, tile and tub |
| ☐ Disinfect sink, faucets and toilet | ☐ Replace towels and washcloths |
| ☐ Wipe high-touch spots | ☐ Empty and wash trash bin |
| ☐ Sweep and mop floor | |

DAY 5 Shared spaces

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|--|---|
| ☐ Declutter and dust surfaces | ☐ Wipe windows |
| ☐ Vacuum sofas and chairs | ☐ Empty trash |
| ☐ Wipe remotes and keyboards | ☐ Sweep or vacuum floors |

DAY 6 Catch up & refresh

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|---|--|
| ☐ Tackle one unfinished area | ☐ Shake rugs, mats and cushions |
| ☐ Choose one deep-cleaning task | ☐ Donate, recycle or discard extras |
| ☐ Empty trash and wipe touchpoints | ☐ Sweep, mop or vacuum as needed |

DAY 7 Rest & recharge

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|--|--|
| ☐ A fragrant bath or hot shower | ☐ Note what to adjust next week |
| ☐ Burn a scented candle | |
| ☐ Read a book or magazine | |
| ☐ Take a walk in a new place | |
| ☐ Have lunch with a friend | |

A DURHAM REMINDER

In humid weather, dry damp surfaces, watch for leaks and take out trash regularly. Keep air moving when possible.