

# House Cleaning Lists And Schedules For Your Home



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# How To Use This Book To Help You Keep Your House Clean

Almost everyone needs some help keeping their house clean from time to time. That is what this book is designed to do.

We all want our homes to be clean, for many reasons, including for enjoyment, pride, and safety, among others. However, it often happens that we forget all about a task that needs to be done until all of a sudden it has to be done right then.

Some examples include washing pots and pans so you can cook tonight's dinner, or needing to run a load of laundry because everyone is out of clean underwear. It can happen to the best of us when life happens, but it should be the exception, not the rule, if for no other reason than we deserve better.

## Our Homes Run In Cycles

Everything in your home runs on a cycle. There is the laundry cycle, for example, where you wear and dirty clothes, wash and dry them, and then wear and dirty them again. There is also a cleaning cycle, such as with dishes, with clean ones getting used and becoming dirty, and then getting cleaned again.

What we want to achieve is a home where this cycle doesn't get stalled at a single point - dirty. It is when the cycle stops spinning and points only to dirty that we are uncomfortable and unhappy because we cannot do what we want or need to do as conveniently as possible.

Since most of us cannot afford servants who can "magically" make clean underwear and dishes appear we have to keep the cycle going ourselves.

## **House Cleaning Schedules Anticipate Cycles And Keep The Cycle Moving Forward**

Cleaning schedules, when actually used, are the best and easiest way to live comfortably most of the time. That is because good schedules anticipate the cycle various things in our home move to, and help us keep the cycle moving, where it doesn't stop at dirty and fester there.

Of course, everything in our homes don't need to be cleaned with the same frequency. That is why you really need several cleaning schedules, including a daily, weekly, and seasonal schedule.

## **The Most Important Tasks To Focus On Might Surprise You**

Believe it or not the most important tasks on the lists that follow are not the big seasonal ones, like spring or fall cleaning. Instead, **the most important tasks are the daily and weekly ones.** If you do these tasks, consistently, then the most important cycles in your home will continue moving as expected, and you will be comfortable most of the time.

Therefore, if your eyes start to glaze over with all the tasks I've listed, especially for quarterly, biannual or annual cleaning, just ignore them, at least for now. Instead, focus on the daily and weekly tasks, which will yield the most satisfying results for yourself and your home.

## How To Use This Book

This book contains several house cleaning lists, and several blank cleaning schedules for you to fill out based on your unique needs, family life, time and energy level, and home.

I've been asked many times to create a one size fits all schedule, but honestly it will just not work because we all know that everyone is not the same. Therefore, I've done the next best thing. I've created house cleaning checklists showing common and almost universal tasks that need to be done daily, weekly, and less frequently around your home for some of the most used areas of your home, like your kitchen, bathrooms and bedrooms.

After reviewing these checklists you can use them as a memory jogger to create your own schedules. The lists can be used to make sure you don't forget something obvious, like to schedule time to wash sheets each week, for example. These house cleaning lists also help you know the appropriate intervals that common items should be cleaned at. That way you know what items to focus on for daily, weekly, and less frequent tasks.

For even more help in creating your personalized schedules, and to see examples of other people's schedules, check out these resources on [Household Management 101](#), all of which contain both my schedule for my own home, and also other people's schedules that they've shared.

- [Daily House Cleaning Schedule](#)
- [Weekly House Cleaning Schedule](#)

- [Weekly Laundry Schedule](#)

Use the articles listed above for ideas on what needs to be included in each of your schedules, but make sure you tweak your schedules to fit your own family and lifestyle.

Once you have created at least rough outlines of your household cleaning schedules put them in your [household notebook](#). This allows everyone in your home to look at them, and participate in the process.

Also, know that as things change in your home and life you will need to change your cleaning schedules to accommodate those life changes. When you feel like your schedule isn't working for you anymore go back to the checklists again to brainstorm and create a new schedule that works with the new circumstances in your life and home.

Once you've made your schedules I'd love it if you would share them with me at the links above. This is really a resource for all of us, to see some examples to give us ideas, by seeing what works for someone else. You can help others with your ideas!

**Caution: Do Not Become A Slave To Your Cleaning Schedule**

You will see positive results if you draft a cleaning schedule and follow it, at least most of the time. On the other hand, do not become a slave to your cleaning schedule to the point that you do not have time to do other important things, like spending time with your family.

Cleaning schedules are meant to help you "get it done, and have more fun," not to become a means unto themselves. So what if there is an emergency or your sweet little child wants to cuddle with his Mommy? Focus on [priorities for cleaning when you are in a hurry](#), and continue to enjoy your family and your home at the same time. That means your schedules should emphasize the

priorities, and then have everything else be extras that would be wonderful to get done, but can be cut out in a pinch.

It also means that if your cleaning schedule is 10 pages long you are not focusing on the priorities. Make sure your housekeeping schedule is short enough to actually get done on a regular basis.

Save the big cleaning for quarterly or seasonal work, when you devote a day or more to some big projects. Your daily and weekly house cleaning schedules, and your laundry schedule, should only take up a small part of your day - not all day.

Are you ready to make your schedules? If so, read on to see the checklists I've created for you as a reference so you can fill out your own unique cleaning schedules that fit your life, family and home.

# Daily Cleaning Checklist

- Put dirty clothes in laundry baskets
- Wipe down bathroom sinks and tubs after each use
- Prepare meals
- Clean up kitchen after meals, including both dishes, pots and pans, and a quick wipe of the counter and sweep up major crumbs off the floor
- Deal with spills immediately
- Sort the mail
- Put things back in their proper place (also known as neatening or tidying)
- Empty trash bags in high traffic areas, such as the kitchen
- Make beds
- \_\_\_\_\_
- \_\_\_\_\_



# Weekly Cleaning Checklist

## Bathrooms

- Check supplies, such as cleaning supplies and toiletries, to restock or replace if needed
- Change towels (some people do this more often than once a week)
- Clean toilet, sink, tub, shower, toothbrush holders, and mirror (and disinfect surfaces that need it too)
- Mop floors
- Empty trash cans
- Wipe down any spills or splatters on the bathroom garbage cans
- Flush bathroom drains (such as sink, bathtub/shower) with boiling water (this helps to keep drains clear and free of clogs)
- \_\_\_\_\_
- \_\_\_\_\_

## Kitchen

- Check supplies, such as cleaning supplies to restock or replace if needed
- Clean out refrigerator/freezer of old food
- Wipe down and clean all kitchen surfaces, including countertops, stove and other appliances, sink, outside of refrigerator, and kitchen table
- Disinfect kitchen counters and other food work surfaces
- Mop floor (if you have small children or a large household you may need to at least spot clean your kitchen floor more frequently)
- Take out recycling
- Wipe down any spills or splatters on the kitchen garbage can and/or recycling bins
- Flush kitchen drain with boiling water
- \_\_\_\_\_
- \_\_\_\_\_

## Bedrooms

- Clean floors by vacuuming, sweeping, or damp-mopping
- Empty trash cans
- Change bed linens (some people like to do this more frequently, such as twice a week)
- Dust
- \_\_\_\_\_
- \_\_\_\_\_

## Laundry Room

- Check supplies, such as laundry supplies to restock or replace if needed
- Clean floor by vacuuming, sweeping, or damp-mopping
- Empty trash can
- Dust (especially to get all lint that has gathered on things from the dryer)
- \_\_\_\_\_
- \_\_\_\_\_

## Home Office

- Check supplies, such as office supplies to restock or replace if needed
- Empty trash can
- Clean floor by vacuuming, sweeping, or damp-mopping
- Dust
- Pay bills
- File paid bills and other paperwork
- \_\_\_\_\_
- \_\_\_\_\_

## Other Rooms

- Clean floors by vacuuming, sweeping, or damp-mopping
- Empty trash cans
- Dust
- \_\_\_\_\_
- \_\_\_\_\_

## Other Weekly Chores

- Menu planning
- Create grocery list
- Create non-food shopping list
- Couponing for week
- Weekly shopping for food and non-food items
- Odd jobs
- \_\_\_\_\_
- \_\_\_\_\_

# Kitchen Cleaning Checklist

## Daily

- Clean up dishes, pots and pans after each meal
- Run dishwasher as needed (and empty when clean)
- Wipe down kitchen counters, table and stove top
- Empty trash can
- Sweep floor
- Change out kitchen towels
- Wipe up spills as they occur
- \_\_\_\_\_
- \_\_\_\_\_

## Weekly

- Clean out refrigerator and freezer of older food
- Mop kitchen floor (if you have small children or a large household you may need to at least spot clean your kitchen floor more frequently)

Kitchen Cleaning Checklist continued

- Check cleaning supplies, and restock as necessary
- Flush kitchen drain with boiling water
- Disinfect kitchen counters and other food work surfaces
- Wipe down and disinfect handles, door knobs, etc.
- Take out recycling
- Wipe down any spills or splatters on the kitchen garbage can and/or recycling bins
- \_\_\_\_\_
- \_\_\_\_\_

## Monthly

- Clean coffee maker
- Clean dishwasher, inside and out
- Clean oven (may need to do less often, depending on the amount of use)
- Clean kitchen sink drain with vinegar and baking soda drain cleaner
- Clean inside of refrigerator

Kitchen Cleaning Checklist continued

- Clean garbage can
- Clean microwave
- Wipe outside of kitchen appliances
- Wipe down areas that accumulate cooking grease with a degreaser
- Wash kitchen rugs
- Dust light fixtures
- Make sure pest control methods are working and are properly supplied
- Update pantry and freezer inventories
- Straighten up items in cabinets and drawers
- \_\_\_\_\_
- \_\_\_\_\_



## Quarterly

- Clean and organize cabinets, drawers and pantry (and declutter)
- Vacuum refrigerator coils
- \_\_\_\_\_
- \_\_\_\_\_

## Biannually

- Clean window treatments (either at home or dry clean depending on their type)
- Clean and dust light fixtures
- Dust and/or wash mini blinds and other blinds and shades
- Dust blades of ceiling fans and other hard to reach areas, such as tops of doors, etc.
- Oil door hinges
- Wash windows and window screens
- Clean grout
- \_\_\_\_\_

\_\_\_\_\_

## **Annually**

- Move and clean under furniture and heavy appliances
- Wash walls and ceilings
- Reseal grout
- Clean and polish silver
- Wax floor (only if your flooring requires this treatment, many now don't)

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\_\_\_\_\_

# Bathroom Cleaning Checklist

## Daily

Quickly wipe out sink and tubs after each use

Hang towels to dry

Wipe up spills immediately

Change hand towels

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\_\_\_\_\_

## Weekly

Sweep and mop floor

Empty trash can and recycling

Change out and wash towels and wash cloths (or twice a week if desired)

Vacuum rugs

Clean mirrors

Clean and disinfect sink and countertops

Bathroom Cleaning Checklist continued

- Clean shower and bathtub
- Clean and disinfect toilet
- Dust
- Check and restock toiletries and cleaning supplies
- Flush drains in sink and bathtub/shower with boiling water
- Wipe down and disinfect handles, door knobs, etc.
- \_\_\_\_\_
- \_\_\_\_\_

**Monthly**

- Straighten up items in cabinets and drawers
- Deal with any mold and mildew
- Wash trash can
- \_\_\_\_\_
- \_\_\_\_\_

## Quarterly

- Clean grout
- Dispose of old medication, makeup, lotions, etc.
- Wash shower curtain
- Wash rugs
- Clean and organize cabinets and drawers (and declutter)
- \_\_\_\_\_
- \_\_\_\_\_

## Biannually

- Clean window treatments (either at home or dry clean depending on their type)
- Clean and dust light fixtures
- Dust and/or wash mini blinds and other blinds and shades
- Dust blades of ceiling fans and other hard to reach areas, such as tops of doors, etc.
- Oil door hinges

Wash windows and window screens

\_\_\_\_\_

\_\_\_\_\_

## **Annually**

Move and clean under furniture

Wash walls and ceilings

Reseal grout

Wax floor (only if your flooring requires this treatment, many now don't)

\_\_\_\_\_

\_\_\_\_\_

# Bedroom Cleaning Checklist

## Daily

- Make bed
- Put dirty laundry in laundry baskets
- Put things back in their proper place
- \_\_\_\_\_
- \_\_\_\_\_

## Weekly

- Clean floors by vacuuming, sweeping, or damp-mopping
- Empty trash cans
- Change bed linens (some people like to do this more frequently, such as twice a week)
- Dust
- Wipe down and disinfect handles, door knobs, etc.
- \_\_\_\_\_
- \_\_\_\_\_

## Quarterly

- Clean garbage can
- Organize closets, drawers and shelves (and declutter)
- Wash mirrors
- Flip mattress
- Wash pillows
- Clean blankets and linens, including mattress covers and dust ruffles
- \_\_\_\_\_
- \_\_\_\_\_

## Biannually

- Clean window treatments (either at home or dry clean depending on their type)
- Clean lampshades
- Dust and vacuum books and bookshelves
- Clean and dust light fixtures



Bedroom Cleaning Checklist continued

- Dust blades of ceiling fans and other hard to reach areas, such as tops of doors, etc.
- Oil door hinges
- Wash windows and window screens
- \_\_\_\_\_
- \_\_\_\_\_

**Annually**

- Shampoo carpets and upholstery
- Move and clean under furniture
- Wash walls and ceilings
- \_\_\_\_\_
- \_\_\_\_\_

# Spring Cleaning Checklist

## Throughout House

- Shampoo carpets and upholstery
- Move and clean under heavy appliances and furniture
- Reseal grout
- Clean window treatments (either at home or dry clean depending on their type)
- Clean lampshades
- Dust and vacuum books and bookshelves
- Clean and dust light fixtures
- Dust and/or wash mini blinds and other blinds and shades
- Dust blades of ceiling fans and other hard to reach areas, such as tops of doors, etc.
- Oil door hinges
- Clean and polish jewelry, silver, brass, and copper
- Wax wood furniture

Spring Cleaning Checklist continued

- Wax floors (only if your flooring requires this treatment, many now don't)
- Wash windows and window screens
- Wash mirrors
- Wash walls and ceilings
- Declutter and organize
- \_\_\_\_\_
- \_\_\_\_\_

## **Kitchen**

- Vacuum refrigerator coils
- Clean oven
- \_\_\_\_\_
- \_\_\_\_\_

## Bathrooms

- Throw away old makeup, lotions, medication, etc.
- Wash or replace shower curtain
- \_\_\_\_\_
- \_\_\_\_\_

## Bedrooms

- Clean blankets and linens, including mattress covers and dust ruffles
- Wash pillows
- Flip mattresses
- \_\_\_\_\_
- \_\_\_\_\_

## Home Office

- Clean out files (perfect to do around tax time)
- Review and update insurance policies
- Update your home inventory
- \_\_\_\_\_
- \_\_\_\_\_

## Laundry Room

- Clean out dryer vent thoroughly to remove lint from hose
- \_\_\_\_\_
- \_\_\_\_\_

## Attic / Basement / Garage

- Clean the floors
- \_\_\_\_\_
- \_\_\_\_\_

## To Do To Get Ready For Spring In Your Home

- Remove storm windows
- Replace heavy window coverings with lighter weight ones
- Replace winter bedding with lighter weight bedding
- Store cool-weather clothes and replace with warm-weather clothing
- Clean gutters
- Replace filter in furnace and/or AC unit
- Scrub exterior areas such as driveway, deck and patio
- Get out outdoor furniture, and clean if necessary
- \_\_\_\_\_
- \_\_\_\_\_

# Fall Cleaning Checklist

## Throughout House

- Clean window treatments
- Replace light window coverings with heavier weight ones
- Clean and dust light fixtures
- Dust and/or wash mini blinds and other blinds and shades
- Dust blades of ceiling fans and other hard to reach areas, such as tops of doors, etc.
- Oil door hinges
- Wash windows and window screens
- Wash mirrors
- Declutter and organize
- \_\_\_\_\_
- \_\_\_\_\_

## Various Rooms

- Vacuum refrigerator coils
- Clean oven
- Replace or wash shower curtain
- Clean blankets and linens, including mattress covers and dust ruffles on all beds
- Wash pillows for all beds
- Flip mattresses
- Replace summer bedding with winter weight bedding
- Store warm-weather clothes and replace with cool-weather clothing
- Clean out dryer vent thoroughly to remove lint from hose
- Replace filter in furnace and/or AC unit
- Clean the floors in the attic, basement and garage
- \_\_\_\_\_
- \_\_\_\_\_



## Outdoors

- Put up storm windows
- Clean gutters
- Scrub exterior areas such as driveway, deck and patio
- Clean outdoor furniture, and then store it
- Drain and store garden hoses
- Close your pool, if applicable
- Pressure wash house exterior, and touch up paint, if necessary
- \_\_\_\_\_
- \_\_\_\_\_

# Cleaning Supply Checklist

## Cleaning Equipment

- Dust mop
- Dust cloths and dusters
- Rags, towels and soft cloths
- Indoor broom
- Outdoor broom
- Dust pan
- Vacuum
- Wet mop
- Toilet brush (and brush caddy)
- Plunger
- Spray bottles
- Squirt bottles
- Squeegee
- Sponges
- Scrub brush
- Scraper
- Toothbrush (an old one)
- Buckets
- Rubber gloves
- Cleaning apron
- Cleaning caddy

## Cleaning Products

- All-purpose cleaner
- Disinfectant cleaner
- Glass cleaner
- Abrasive cleaner
- Mild detergent
- Household ammonia
- White vinegar
- Baking soda
- Chlorine bleach
- Metal polishes
- Furniture polishes
- Spot carpet cleaner

# My Daily Cleaning Schedule & Routine

Morning Routine: \_\_\_\_\_

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Afternoon Routine: \_\_\_\_\_

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My Daily Cleaning Schedule And Routine continued

Evening Routine: \_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_

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# My Weekly House Cleaning Schedule

Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	
Sunday	

# My Weekly Laundry Schedule

Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	
Sunday	



## About Taylor Flanery

I'm Taylor Flanery, the author of this e-book and also the author of the websites [Household-Management-101.com](http://www.household-management-101.com), [Stain-Removal-101.com](http://www.stain-removal-101.com), and most recently [Home-Storage-Solutions-101.com](http://www.home-storage-solutions-101.com).

I'm a mother of three little ones, 10 and under, and a former lawyer. I've never been known as a complete slob, but once I had kids their messy ways, combined with mine and my husband's messy habits became more than I could bear. Perhaps you can relate?

I've never been one to turn away from a challenge, and I knew I could figure out how to make it all work if I just put my mind to it. That's when I really started focusing on how to do better with household management. I wanted to "get it done, and have more fun" with my family, friends, and for myself.

Well, I'll be honest. I'm not there yet with making it all work, but I have figured out quite a number of things that have made my life (and those of my family too) a lot better since I started focusing on building good habits, schedules and routines in my home.

I'd love for you to come along with me on my journey as I try to improve my home life one step at a time. I have a newsletter for all my sites, and that's a great way for us to keep in touch. Here are links for how you can sign up:

Household Management 101: [The Household Manager Newsletter](#)

Stain Removal 101: [Out Darn Spot! Newsletter](#)

Home Storage Solutions 101: [Tips On Getting Organized \(And Staying That Way\) Newsletter](#)

Plus, if you want to get your home organized, slowly, so you don't get overwhelmed I'd love it if you joined my on the Home Storage Solutions 101 site for the [52 Weeks to an Organized Home Challenge](#).