

MY CLEANING SCHEDULE

DAILY

KITCHEN (15 mins)

- ❖ empty dishwasher / dishes (am)
- ❖ load dishwasher / dishes (pm)
- ❖ wipe down counter, table & stove
- ❖ wipe front of microwave & fridge
- ❖ clean sink
- ❖ replace tea towel & dish cloth
- ❖ take out rubbish bin / recycling

BEDROOMS (5 mins)

- ❖ make bed (am)
- ❖ put dirty laundry in hamper

BATHROOMS (10 mins)

- ❖ wipe down shower
- ❖ wipe down sink & mirrors
- ❖ clean toilet & mop

LAUNDRY (15 mins)

- ❖ one load of washing (am)
- wash, dry & put away
- ❖ wipe sink

FLOORS (15 mins)

- ❖ vacuum / sweep

EXTRA (10 mins)

- ❖ quick tidy of each room (am)
- ❖ quick tidy of each room (pm)

SCHEDULE (10 mins)

- ❖ to do list for tomorrow
- ❖ pack lunches & bags, uniforms
- ❖ open/file mail & papers

WEEKLY

WINDOWS

- ❖ Clean all windows, tracks, ledges

KITCHEN

- ❖ clean microwave & oven
- ❖ clean garbage bin
- ❖ tidy fridge
- ❖ wipe front of cupboards
- ❖ wipe skirting boards
- ❖ tidy pantry
- ❖ tidy draws/cupboards

BATHROOMS

- ❖ deep clean shower/bath/toilet
- ❖ empty trash bin
- ❖ replace rug & towels (bi-weekly)
- ❖ wipe walls

FLOORS

- ❖ mop floors
- ❖ wipe skirting boards

BEDROOMS

- ❖ wash/change sheets and pillows
- ❖ tidy closet & draws
- ❖ dust (including under bed)
- ❖ wipe mirrors

LIVING ROOM

- ❖ dust & polish
- ❖ vacuum under couch cushions
- ❖ tidy book shelf & draws
- ❖ clean computer & desk
- ❖ tidy linen & laundry cupboard

MONTHLY

KITCHEN

- ❖ deep clean oven
- ❖ deep clean fridge/freezer
- ❖ wipe out all cupboards/draws
- ❖ clean cycle dishwasher

LAUNDRY

- ❖ clean cycle washing machine
- ❖ wipe out laundry cupboard/shelves

EXTRA

- ❖ wipe down switches
- ❖ wash doonas
- ❖ wipe down vents
- ❖ wash walls
- ❖ tidy medicine cabinet
- ❖ wipe down doors
- ❖ deep clean patio
- ❖ deep clean BBQ