

Fall Cleaning

CHECKLIST

&

THE PAPER & PLAN CO.

September	October	November
ENTRYWAY & MUDROOM <ul style="list-style-type: none"> <input type="checkbox"/> DECLUTTER completely empty & clean out spaces. <input type="checkbox"/> CLEAN clean & wipe shelves, mop/vacuum the floors and outside the entryway. <input type="checkbox"/> EVALUATE what is & isn't working - add storage & make sure you have a place to hang guest's coats. <input type="checkbox"/> ORGANIZE & CONTAIN group like items together. <input type="checkbox"/> GARMENT CARE KIT keep a lint roller, sweater shaver, & any garment care items in a basket for any clothing mishaps. 	LAUNDRY ROOM <ul style="list-style-type: none"> <input type="checkbox"/> DECLUTTER clear laundry room or area of any unnecessary items. <input type="checkbox"/> CLEAN clean & wipe any shelves or drawers. <input type="checkbox"/> DEEP CLEAN washer & dryer. <input type="checkbox"/> EVALUATE what is & isn't working. <input type="checkbox"/> TOSS & DONATE items that are no longer needed or wanted, decide to toss or donate. <input type="checkbox"/> ORGANIZE group like items together. <input type="checkbox"/> CONTAIN use matching containers to make supplies more attractive. <input type="checkbox"/> LABEL to make locating items easier 	LIVING AREAS <ul style="list-style-type: none"> <input type="checkbox"/> DECLUTTER clear counters & surfaces of any unnecessary items. <input type="checkbox"/> CLEAN SURFACES dust & wipe clean all flat surfaces. <input type="checkbox"/> LIGHT FIXTURES & LAMPS dust & clean all light fixtures, lamps & shades in living area. <input type="checkbox"/> WINDOW TREATMENTS dust & wash all window treatments and blinds. <input type="checkbox"/> CLEAN & FLUFF pillows, blankets & cushions. <input type="checkbox"/> FRESH START thoroughly vacuum & mop floors. <input type="checkbox"/> CLEAN HIGH TOUCH AREAS wipe handles, knobs, doors, remotes, phone, etc. <input type="checkbox"/> PREPARE add items to encourage family time & relaxation - games, books, pillows, a candle, etc.