

Spring Cleaning & CHECKLIST

THE PAPER & PLAN CO.

March	April	May
SPRING CLEANING <ul style="list-style-type: none"> <input type="checkbox"/> DECLUTTER clear surfaces & toss anything you don't love. <input type="checkbox"/> CLEAN SURFACES dust & clean all surfaces. <input type="checkbox"/> LIGHT FIXTURES & LAMPS dust & clean all light fixtures, lamps & shades. <input type="checkbox"/> WINDOW TREATMENTS dust & wash window treatments & blinds. <input type="checkbox"/> CLEAN & FLUFF rotate & flip mattresses & wash pillows, blankets, & bedding. <input type="checkbox"/> CLEAN FLOORS vacuum & mop all floors & baseboards. <input type="checkbox"/> CLEAN HIGH TOUCH AREAS wipe handles, light switches, knobs, doors, remotes, phones, etc. <input type="checkbox"/> DEEP CLEAN carpet areas, wash windows, doors, & door jams. 	THE BATHROOMS <ul style="list-style-type: none"> <input type="checkbox"/> DECLUTTER clear bathroom surfaces of any unnecessary items. <input type="checkbox"/> CLEAN clean and wipe down all surfaces, counters, toilets, showers, & bathtubs. <input type="checkbox"/> DEEP CLEAN vacuum, mop, & wash baseboards. <input type="checkbox"/> DUST dust and clean all light fixtures. <input type="checkbox"/> CLEAN wash shower curtains & bath mats. <input type="checkbox"/> CLEAN HIGH TOUCH AREAS wipe handles, light switches, switch plates, knobs, doors, etc. <input type="checkbox"/> STOCK UP inventory and restock toilet paper, tissues, & toiletries. <input type="checkbox"/> AMBIENCE add something special. 	GARAGE/BASEMENT <ul style="list-style-type: none"> <input type="checkbox"/> DECLUTTER clear counters & surfaces of any unnecessary items. <input type="checkbox"/> CLEAN dust & wipe clean all surfaces. <input type="checkbox"/> SWEEP, VACUUM, MOP <input type="checkbox"/> ORGANIZE put systems in place that will make things easier through the summer. <input type="checkbox"/> CLEAN HIGH TOUCH AREAS wipe handles, light switches, switch plates, knobs, doors, etc. <input type="checkbox"/> VACUUM CAR INTERIORS <input type="checkbox"/> DEEP CLEAN wipe vehicle windows, dashboards, door jams, trunk, etc.