

Summer Cleaning & CHECKLIST

THE PAPER & PLAN CO.

June	July	August
<p>THE BEDROOMS</p> <p><input type="radio"/> DECLUTTER clear surfaces & toss anything you don't use or love.</p> <p><input type="radio"/> CLEAN SURFACES dust & clean all surfaces.</p> <p><input type="radio"/> LIGHT FIXTURES & LAMPS dust & clean all light fixtures, lamps, & shades in bedrooms.</p> <p><input type="radio"/> CLEAN & FLUFF wash pillows, blankets, & bedding.</p> <p><input type="radio"/> FRESH START vacuum & mop floors.</p> <p><input type="radio"/> PREPARE make sure the bedside tables are cleaned off and add a book that's been on your reading list.</p>	<p>ORGANIZING SYSTEMS</p> <p><input type="radio"/> DECLUTTER clear surfaces & toss anything you don't use or love.</p> <p><input type="radio"/> EVALUATE look at methods & systems already in place.</p> <p><input type="radio"/> FIND 3 TROUBLE SPOTS write them down and commit to taking care of them.</p> <p><input type="radio"/> SUPPLIES shop the house for supplies to put your new systems in place.</p> <p><input type="radio"/> SET UP YOUR SYSTEMS show family members how to use the new systems.</p>	<p>THE CLOSETS</p> <p><input type="radio"/> DECLUTTER completely empty and clean the space.</p> <p><input type="radio"/> CLEAN SURFACES dust & wipe clean all shelves & vacuum floors.</p> <p><input type="radio"/> EVALUATE what is & isn't working - write it down & plan it out.</p> <p><input type="radio"/> TOSS & DONATE items that are no longer needed or wanted, decide to toss or donate.</p> <p><input type="radio"/> ORGANIZE group like things together.</p> <p><input type="radio"/> LABEL to make locating items easier</p>