CLEANING CHART

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DECLUTTER THE DROP ZONES

- [ ] ORGANIZE SPICE CABINET
- [ ] CLEAN OUT FILING CABINET(S)
- [ ] TOSS/RECYCLE OLD MAGAZINES AND NEWSPAPERS
- [ ] CLEAN OUT CLOSETS AND **DONATE**

ORGANIZE KITCHEN DRAWERS & CABINETS

- [ ] CLEAN OUT PANTRY AND ORGANIZE
- [ ] **DONATE** UNWANTED WINTER COATS
- [ ] CLEAN OUT MEDICINE CABINET

- [ ] CREATE A FAMILY EMERGENCY CONTACT **LIST**
- [ ] SANITIZE WASHING MACHINE

WASH ALL BEDDING & PILLOWS

- [ ] WIPE DOWN WINDOW LEDGES
- [ ] **DUST** BASEBOARDS

ORGANIZE GARAGE

- [ ] SANITIZE DISHWASHER
- [ ] VACUUM UNDER COUCH CUSHIONS

- [ ] **WASH & STEAM** CURTAINS
- [ ] WASH ALL TV AND COMPUTER SCREENS

DUST CEILING FANS

- [ ] SWEEP OFF PORCHES AND PATIOS
- [ ] **CLEAN** MICROWAVE

CLEAN OVEN & STOVE

- [ ] **WIPE DOWN** AND SANITIZE INDOOR TRASH CANS
- [ ] CLEAN ALL MIRRORS
- [ ] CLEAN OUT AND SCRUB THE REFRIGERATOR SHELVES
- [ ] CLEAN AND ORGANIZE STORAGE AREAS
- [ ] **CLEAN OFF** SCRUFFS AND MARKS ON WALLS
- [ ] VACUUM & CLEAN RUGS

NOTES