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## GENERAL TASKS:

$\square$ Organize and declutter common areas (entryway, hallway, etc.)
$\square$ Dust ceiling fans, light fixtures, shelves, and furniture surfaces
$\square$ Clean windowpanes and wash window screensPolish mirrors

## KITCHEN:

Clean appliances (inside \& out)Degrease stove and ovenWipe down cabinets (inside \& out)Clean kitchen drawers (inside \& out)Scrub sink and faucetClean refrigerator/freezer (discard expired items)$\square$ Vacuum behind the fridgeSweep and mop hard floors

## BATHROOMS:

Scrub bathtub \& showerClean toilet (inside \& out)Wipe down sink and countertopSweep and mop floors$\square$ Replace shower curtain liner (if necessary)

## BEDROOM:

$\square$ Wash bedding (sheets, pillowcases, comforters)Vacuum mattressesRotate and flip mattresses (if applicable)Dust and wipe down furniture
$\square$ Organize closets \& drawers

## LIVING AREAS:

$\square$ Dust and clean electronics (TV screens, computers, etc.)
$\square$ Vacuum upholstery
$\square$ Clean and fluff pillows \& cushionsWipe down tables and surfacesOrganize books \& magazinesVacuum carpets/rugs
$\square$ Sweep and mop all flooring

## OUTDOOR AREAS

(IF APPLICABLE):
$\square$ Sweep and tidy porch \& patio
$\square$ Clean outdoor furniture
$\square$ Tidy yard (remove debris, trim bushes, etc.)

## DEEP CLEANING:

Steam clean carpetsWipe down walls and baseboardsClean grout and tileClean out closetsOrganize storage spaces
## FINAL TOUCHES:

Add air fresheners or diffusersPlace fresh flowers or plantsOpen windows to let in fresh airReplace air filters and clean air vents$\square$ Test and change batteries in smoke detectors
$\square$ Check and replace light bulbs as needed

