

CLEANING CHECKLIST

Quick and easy steps to a clean house before guests arrive

KITCHEN

- Wipe down countertops, sinks, fronts of cabinets, and appliances-including the inside of the microwave. (15 min)
- Gather up dirty towels, washcloths and oven mitts and throw them in a laundry basket to wash later (2 min)
- Sweep and Mop Floor (10 min)
- Empty garbage (5 min)
- Total Time: 32 min**

DINING

- Gather and all dishes, glasses, flatware and serving dishes needed for entertaining. (10 min)
- Dust surfaces (5 min)
- Sweep floors(5 min)
- Gather lines (tablecloth, napkins) and place in the laundry basket to wash later (2 min)
- Total Time: 22 min**

BATHROOMS

- Remove clutter from countertop (5 min)
- Put cleaner in the toilet and let soak (1 min)
- Clean countertops, sink, tub/shower and around the toilet. (10 min)
- Wipe down mirrors(2 min)
- Gather all towels, rugs, etc and place in a laundry basket to wash later(2 min)
- Empty garbage(2 min)
- Sweep and mop the floor(10 min)
- Set out clean towels(2 min)
- Replenish toilet paper (1 min)
- Total Time: 35 min**

GUEST BEDROOMS

- Gather all bedding and place in a laundry basket to wash later(2 min)
- Dust all furniture surfaces including headboard (10 min)
- Vacuum or sweep floor (10 min)
- Make room in closets or dresser for guests clothing (10 min)
- Total Time: 32 min**

LIVING/FAMILY ROOM

- Dust (10 min)
- Fluff Pillows (2 min)
- Place clean throws/blankets in pretty baskets (5 min)
- Sweep/Mop/Vaccum (10 min)
- Total Time: 27 min**

ENTRY/FOYER

- Remove clutter(5 min)
- Gather all extra boots, shoes, etc and place in storage bins or pretty baskets(10 min)
- Free up space for hanging coats (5 min)
- Shake out rugs (pretreat if stained) (5 min)
- Sweep/Mop floors (10 min)
- Total Time 35 min**

OTHER

- Wash/Dry Laundry collected from each room
- Make room in the refrigerator for additional food for entertaining
- Set the table (if feasible)
- Sweep/Shovel off front steps/porch
- Set out candles in each room for ambiance