

Cleaning List	Special instructions	Done
Take off bed linens & start in washer	<ul style="list-style-type: none"> Use one cup bleach in warm wash, wipe down bed rails, spray down pillows and mattresses with Lysol. Hang pillows over bed rails to air out. 	
Run vinegar thru coffee pots	<ul style="list-style-type: none"> You'll want to pour out vinegar, rinse and pour clean water and continue running thru all day while you're here to get rid of vinegar smell. 	
Wipe down all cabinets	<ul style="list-style-type: none"> Use damp rag/cloth only & grease-cutting cleaner 	
Clean around base boards & trim in all rooms	<ul style="list-style-type: none"> Use a damp rag or scrub brush if needed with grease-cutting cleaner 	
Clean top of fridge and stove including the hood	<ul style="list-style-type: none"> Our glass-top stove has a special cleaner and non-scratch pad in closet 	
Dust <ul style="list-style-type: none"> Entertainment Center Speakers All side tables & book shelf All mirrors & pictures Lamp s & shades Office area (desk, computer & screen, phone) 	<ul style="list-style-type: none"> Use furniture polish and cloth for furniture Use glass cleaner & paper towels on mirrors & pictures Use vacuum with brush attachment to remove dust from lamp shades 	
Clean out sinks: kitchen, bathroom, and downstairs utility	<ul style="list-style-type: none"> Use the CLR or Lime Away to remove crud, water spots & stains 	
Clean toilet	<ul style="list-style-type: none"> Cleaning supplies under sink in bathroom toilet brush is on right side of the toilet or bleach is downstairs in laundry room. 	
Clean shower	<ul style="list-style-type: none"> Spray down with cleaner then scrub & rinse out 	
Sweep Floors on main floor and exercise mat	<ul style="list-style-type: none"> Broom & dust pan is in "blackboard" closet 	
Vacuum carpets and furniture	<ul style="list-style-type: none"> Vacuum is in "black-board" closet Be sure to get under beds...use attachments to reach <ul style="list-style-type: none"> Vacuum throw pillows with attachment Magazine holder in bath (empty books) 	
Mop	<ul style="list-style-type: none"> Pine Sol, bucket and mop in bathroom closet or in basement closet under stairs 	
Wax	<ul style="list-style-type: none"> Use the sponge mop in bathroom closet & Future Wax 	
Water Plants	<ul style="list-style-type: none"> Stick your finger in the dirt one inch. If it's dry, please water. 	
Wipe out refrigerator and ice dispenser tray	<ul style="list-style-type: none"> Use damp rag/cloth only & grease-cutting cleaner Use a small amount of vinegar for the tray 	

DEEP CLEANING...every 3 months	Special instructions	
Wash curtains.	Step ladder in "blackboard closet"	
Move furniture and appliances to clean behind them	Ask for help	
Wash windows, inside and out	For first story windows, we have an extension pole. Use warm water with vinegar for outside windows to clean. Finish with auto windshield fluid found in garage to prevent streaks.	
Vacuum underside of refrigerator coils.	Remove vent cover and use vacuum attachments.	
Turn mattresses.	Ask for help	
Clean comforters & Pillows	Drop off at Laundromat behind Goodwill	
Stove Hood Filter	Remove, scrub with degreaser, air dry then reinstall	
Throw blankets	Wash in cold water	
Trash Cans	Clean and disinfect all trash cans using bleach	
Clean Washing Machine	Use one cup bleach in hot water wash	
Vacuum	Magazine holder in bathroom (empty books)	

CLEANING SUPPLIES	
Kitchen Degreaser (409, etc.)	
Clorox Clean-up	
Oven Cleaner	
Stove Top Cleaner for glass tops	
CLR or Lime-A-Way	
Murphy Oil Soap	
Pine-Sol	
Furniture Polish	
Febreze	
Bleach	
Laundry Detergent	
Fabric Softener	
Windex	
Paper Towels	