## DATE \_\_\_\_\_\_

K	itchen	MTWTF	<u>ss</u> L	iving Room	M	T	W 1	ГF	S	5 <b>S</b>
0	Clean counter tops			Dust all hard surfaces/shelves/blinds						
Õ	Clean microwave inside/outside		Ċ	Vacuum carpets/area rugs						
Õ	Wipe down cabinets/hardware			Sweep/mop hard floors						
Õ	Clean outside of appliances			Vacuum upholstered furniture						
Õ	Polish stainless steel appliances			Polish wood						
Ŏ	Clean refrigerator inside		Č	Clean windows/window treatments						
Ŏ	Clean range vent/filter		Ċ							
ŏ	Clean and sanitize sinks		č							
Õ	Sweep and wash floors									
ŏ	1 			Office	м	T	w	r F		s
ŏ				Dust office surfaces/equipment		-				
			-	File or toss loose mail/paperwork						
D	ining Room	MTWTF		Clean windows/window treatments					1	
	Clean windows/window treatments			Sweep/mop hard floors					1	
	Clean/polish table and chairs			Vacuum carpets/area rugs					+	
ŏ	1								+	+
_	Vacuum carpets/area rugs									+
ŏ				toine /Futur /Hollescore		_				
ŏ				tairs/Entry/Hallways	M	T۱				5
U				Vacuum carpets/area rugs					-	+
_				Sweep/mop hard floors			-		-	+-
B	athrooms	MTWTF		Dust cobwebs; ceiling/baseboard			+	_	+	+-
0	Clean/sanitize sinks			Clean windows/window treatments			-	_	+	+
0	Clean/sanitize tubs, shower, toilet		C				_	_	+	
0	8									
0	Clean and polish fixtures			aundry/Utility Room	M	T	W :	<u>r</u> f	r s	; <b>S</b>
0	Dust light fixtures and bulbs		C	Clean washer and dryer exteriors						
0	Wash floors		C	Clean inside rim of washer						
0			C	Change/clean lint traps						
0			C	Dust light fixtures and bulbs						
			C	Empty wastebasket						
B	edrooms	MTWTF	<u>ss</u> C	Sweep and mop floor						
0	Change sheets		C	Clean laundry sink and fixtures						
0	Dust furniture/shelves		C	Clean laundry counter/hamper						
Ó	Vacuum floor		Ċ							
Ó	Wash windows									
Ō	Empty wastebaskets			asement/Garage	M	T		rF		
Õ	Dust light fixtures			Empty wastebaskets	141					
Õ	Put away clean laundry			Organize/dust shelves					+	+
Õ	Dust/mop baseboards			Sweep/mop floor			+		+	+
Õ	1 			Put away tools/supplies						+-
Õ				* 11			+		+	+
			C							

/// SMEAD

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