

Cleaning Checklist

ENTIRE HOME

- Dust ceiling, tops of shelves & cabinets
- Replace bulbs, clean and wash light fixtures
- Dust walls, wipe down, clean light switches
- Wash base boards and floor moldings, edges and corners
- Vacuum, hang outside or wash curtains, window coverings, blinds
- Wash windows & spray any mouldy edges with peroxide
- Make note of window and screen repairs or resealing needed
- Wipe, dust or wash down tables, chairs, trash bins, etc.
- Wash out all waste paper containers and sanitize if needed
- Scrub floors and resurface with appropriate wax/finish if needed
- Clean tops of all window and door frames, both sides,
- Dust and wash door face trims and sanitize door handles
- Vacuum, and if needed steam clean carpets
- Wash or run through dryer on cool small area carpets to get rid of dust

KITCHEN

- Organize cabinets, drawers, pantry, counter tops
- Wash cabinet and drawer faces, counters and back splashes
- Clean inside and under/behind fridge(s) & freezer
- Change water filter in fridge(s) if needed
- Clean inside, under and all sides of stove
- Clean inside, outside and around microwave
- Clean inside, outside and under dishwasher
- Dust and clean décor and shelves
- Deep clean coffee pot and tea kettle
- De-grease stove vents
- Remove stains from sinks, counters & sanitize around edges
- Scrub floors and resurface with appropriate wax/finish if needed

NOTES:

FAMILY ROOM/LIVING ROOM

- Vacuum & dust inside of upholstered furniture
- Dust all furniture, including under and behind
- Dust all book shelves, behind pictures and all décor
- Freshen decorator pillows either in dryer or vacuum
- Wash throw blankets
- Clean as appropriate all pet beds and areas with pet-safe cleaners!
- Appropriately dust and clean electronic devices, tidy up and secure cord nests.

ENTRY WAY

- Empty out closets; assess what goes into seasonal storage,
- Clean & repair items going into storage, note what needs replacing
- Wipe down walls and shelves in closet
- Wash floor, boot trays, shake out mud mats or replace
- Store seasonal items/ Bring out seasonal items

LAUNDRY ROOM

- Clean washer and dryer, inside, all sides, under and behind
- Check dryer venting for dust clogs which are fire hazards
- Clean shelves, wash and sanitize laundry hampers

BATHROOM(S)

- Organize/wipe out cupboards and drawers
- Scrub cupboard and drawer faces, sanitize handles
- Clean tops of mirrors, shower stalls and tub enclosures
- Scrub and sanitize tubs and showers,
- Check grouting and caulking for mold and needed repairs
- Sanitize toilets, edge around floors, walls around toilets
- Replace toilet brushes, sanitize plungers
- Vacuum ceiling vents

NOTES:

BEDROOMS

- Dust inside closet shelves
- Evaluate items in closet for storage or replacement, repairs
- Dust baseboards inside closet
- Organize drawers
- Vacuum and turn mattresses as appropriate
- Put pillows through dryer to fluff and remove dust
- Vacuum and dust under bed and behind headboards, dust frames
- Wash, dry clean or hang outside to air heavy blankets and comforters
- Store seasonal items, check electric blankets for hot spots and safety
- Clean humidifiers, sanitize and de-scale before storing
- Clean mirrors, polish furniture as needed and clean electrical devices appropriately

OFFICE

- Assess storage of vital documents,
- Do you need a fire proof safe for essential legal records?
- Organize work space to optimal light, line of vision and effective work
- Dust under and behind furniture
- Clean electrical devices appropriately
- Be respectful of who works there, don't move critical work items!
- Assess if your information storage systems work well for you or need updating

STORAGE AREAS

- Maintain equipment that needs cleaning or repair, replacement
- Dust ceilings, behind storage bins,
- Assess water and mouse risk, and store appropriately
- Clean floors appropriately,
- Remove excess oil, car fluids from garage floors as they are toxic to animals and children
- Sanitize garbage and recycle bins, update if needed, secure from animals and insects

NOTES:

YARD

- Trimming and pruning over grown shrubs and trees
- Cutting back perennials and removing last year's dead leaves and seed stalks
- Edging beds, planting annuals, thinning overgrown plantings
- Lawn mowing

GARDEN

- Removing dead plant matter to compost
- Awakening soil with organic boosters, adding completed compost or soil amendments
- Planting in patterns that work with sunshine, wind, water drainage and crop needs

EXTERIOR

- Removing bird nests, wasp nests, leaves in eavestroughing
- Cleaning up foundation gardens,
- Cleaning siding, removing vines from brick
- Cleaning outside of windows and frames, noting repairs
- Cleaning soffits and eaves
- Checking chimney, vents and shingles for repairs and leaks
- Cleaning patio areas, bird feeding stations, outdoor fireplace
- Cleaning BBQ and checking propane tanks for safety
- Remove toxic wastes to appropriate disposal centres

NOTES:

SAFETY CHECKS

- Fire escape plans reviewed, rehearsed with family, including where to meet up outside
- Electrical:
 - Electrical Inside - Have someone check all electrical outlets and light switches for wear and hot spots in wires, Confirm ground fault interrupted electrical outlets actually work
Any light switch or socket that sparks or makes noise when you use it, should be replaced!
 - Electrical Outside/Basement - In your basement, work shop, garage and outside outlets, be certain that electrical outlets are ground fault interrupted to reduce risk of electrocution, when working with water and power tools in proximity! Example, your power washer for your car and you're standing in water!
 - Pool and patio: check any chemical storage areas and clean it up, keep it secure.

NOTES:

When it's on our list, it's off yours!

We look forward to helping you take care of your home.
When you're ready to give us your 'To Do List' we'd love to hear from you!

1-613-818-7177,

HealthyHousekeepers@gmail.com

HealthyHousekeepers.weebly.com



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Cleaning & Handyman Services

