

SHEKNOWS

Daily Quick-Cleaning

CHECKLIST



DAILY

Make beds

One load of laundry

Wipe out kitchen & bathroom sinks

Sweep kitchen floor

Wipe down
countertops & stove

Wash dishes or load/
unload dishwasher

Take out trash

Spot vacuum
visible crumbs

MONDAY

Mop kitchen &
dining room floors

Wipe down appliances

Wipe down trash can &
recycling cans

Dust all kitchen &
dining room surfaces

Polish table(s)

Straighten cupboards & pantry

Wipe down cabinets

TUESDAY

Vacuum living room/
family room

Dust living room/family room

Straighten shelves

Vacuum upholstery

WEDNESDAY

Vacuum bedrooms

Dust bedrooms

Straighten closets & drawers

Wash bedding

THURSDAY

Clean tubs/showers

Scrub bathroom countertops
and sinks

Clean toilet

Mop floor

Clean bathroom mirrors

Dust bathroom surfaces

Clean trash cans

FRIDAY

Vacuum office, hallway & stairs

Polish stair railings

Dust surfaces in office,
hallway & stairs

Sweep entryway

Dust entryway

Wipe down washer & dryer

SATURDAY

Vacuum/sweep
remaining floors

Clean windows/mirrors

Clean/organize closets

Wipe down doors, doorknobs,
and switch plates