

THESIMPLEPEN.COM

- Wash baseboards
- Vacuum all floors
- Vacuum edges & corners
- Scrub all hard floors
- Clean air registers
- Dust ceiling fans
- Dust light fixtures
- Scrub trash cans
- Wipe down lightswitches
- Wipe down doorknobs
- Dust doors & tops of doors
- Wash windows inside & out
- Clean window tracks
- Clean window sills
- Wash curtains
- Clean window blinds

- Sweep/clean furniture
- Sweep under cushions
- Wash throw blankets
- Purge/organize videos, games & music
- Dust all surfaces
- Wash throw pillows
- Clean carpets/rugs
- Clean fireplace/hearth
- Vacuum lampshades
- Evaluate decorations & donate unwanted

- Wipe down large appliances
- Wipe down small appliances
- Wash throw rugs
- Clean under appliances
- Empty pantry, purge outdated and unwanted contents
- Deep clean oven
- Defrost freezer
- Wipe down faucets, sink, backsplash, counters
- Clean out microwave
- Clean inside refrigerator
- Organize drawers
- Dust inside cupboards
- Wipe down cupboard fronts
- Scrub stovetop

- Scrub tub/shower
- Wash shower curtain
- Clean shower doors
- Unclog drains
- Clean toilet inside & outside
- Dust all surfaces
- Wipe down mirrors & sinks
- Organize cabinets & drawers
- Clean out linen closet
- Reseal grout as needed
- Caulk around tub, shower, or sink as needed

- Wash bed linens
- Flip & rotate mattress
- Clean furniture
- Dust all surfaces
- Wash or replace pillows
- Wash throw pillows
- Clean carpets/rugs
- Organize closets
- Organize drawers
- Donate unwanted clothing & jewelry
- Vacuum lampshades
- Evaluate decorations & donate unwanted

- Clean doors
- Replace weather stripping as needed
- Clean carpets/rugs
- Organize coat closets
- Clean sliding glass door tracks

- Change furnace filter
- Wipe down washer & dryer
- Clean under washer & dryer
- Organize laundry supplies

- Power wash exterior
- Touch up paint
- Power wash driveway
- Clean out gutters
- Refresh mulch
- Trim trees, bushes & shrubs

- Sweep floors
- Organize shelves
- Scrub shelves
- Donate unwanted items
- Scrub garbage cans

[illegible]