

Facility \_\_\_\_\_ Date \_\_\_\_\_ Completed by \_\_\_\_\_

**Daily****Kitchen & bathrooms**

- Wipe counters, sink and stovetop after meals to prevent grease buildup
- Disinfect bathroom sinks, faucets and handles; spot-clean mirrors
- Empty trash bins; sweep kitchen and entryway floors

**Living areas & entryway**

- Tidy living room surfaces; return items to shelves or baskets
- Spot-vacuum rugs and high-traffic floors near doors
- Shake out entry mats to remove tracked-in dirt

**Weekly****Floors & carpets**

- Vacuum all carpets, rugs and upholstered furniture including under cushions
- Damp-mop hard floors with a neutral cleaner; dry to prevent slips
- Spot-treat carpet stains before they set

**Windows & surfaces**

- Wipe interior glass on windows and glass doors streak-free
- Dust blinds or curtains with a microfiber cloth
- Clean tracks on sliding doors and operable windows

**Monthly****General**

- Vacuum vents and replace furnace filters to improve airflow
- Dust ceiling fans, light fixtures and high shelves
- Declutter closets and cabinets for easier future cleaning

**Kitchen**

- Clean inside microwave, oven and fridge; wipe appliance exteriors
- Scrub sink, backsplash and cabinet fronts
- Mop floors after moving chairs; disinfect high-touch handles

**Bathrooms**

- Scrub tub, shower, toilet and grout lines with appropriate cleaners
- Wash shower curtain or liner; polish chrome fixtures
- Clean exhaust fan and medicine cabinet; mop floors last

**Bedrooms & living room**

- Wash bedding and curtains; vacuum mattress and under the bed
- Dust furniture, baseboards and artwork top to bottom
- Steam-clean upholstery if needed; organize drawers