

## Annual Cleaning Checklists

For best results, put these tasks directly into your calendar, spread throughout the year.

### Once a Year

- Clean & De-clutter Entire House (inside and out, top to bottom)
- Shampoo Carpets/Upholstery
- Sweep Chimney
- Clean Dryer Vents
- Service HVAC System
- Check Attic Fan
- Test GFCIs
- Clean Gutters/Inspect Roof Shingles & Flashing
- Seal Drafty Doors & Windows
- Clean Grill/Outdoor Furniture/Awnings
- Pressure Wash Deck/Patio/Walkways
- Touch up Paint (inside & out)
- Host a Garage Sale
- Trim Trees & Shrubs

### Twice a Year

- Clean Window Coverings
- Wash Windows/Repair Screens
- Launder Bed Skirts & Comforters
- Vacuum Beneath Furniture
- Dust Tops of High Cabinetry
- Pack and Store Seasonal Clothing
- Change CO2/Smoke Detector Batteries

### Once a Quarter

- Purge & Organize Closets/Dressers
- Straighten Garage
- Rotate Home Décor
- Deep Clean Kitchen Oven/Stove/Vents
- Clean & Deodorize Refrigerator Coils
- Vacuum/Wipe Down Drawers & Cabinets – purge and organize
- Deliver Donated Items
- Change/Clean Furnace Filters

### Once a Month

- Wipe Down Woodwork/Baseboards/Light Switches
- Wipe Down Cabinetry and Backsplashes
- Dust Ceilings/Lamps/Light Fixtures
- Spot Clean Carpets

### Once a Week

- Vacuum Carpets
- Sweep and Mop Floors
- Clean Bathrooms (Mirror, Vanity, Toilet, Tub/Shower, Floor)
- Clean Kitchen & Appliances
- Laundry/Change Bed Linens
- Dust All Surfaces

### Once a Day

- Wipe Down & Straighten Kitchen
- Wipe Down & Straighten Bathrooms
- Make Beds
- Maintain Laundry
- Straighten Up House
- Process Paper
- Take Out the Trash