

## Living room checklist

DONE	Daily cleaning---living room
	Pick up and put away items not belonging
	Straighten the furniture, fluff cushions
	Straighten the bookshelf area
	Vacuum the floor
	Clean up the entertainment center area

DONE	Weekly cleaning -living room
	Dust wood areas
	Wash any tv screens/electronic appliances
	Wipe any windows

DONE	Monthly cleaning---living room
	Wipe walls, moulding, window trim
	Dust any light fixtures
	Dust/wipe picture frames
	Organize entertainment center, checking video cases
	Wash windows
	Dust/wash any window treatments
	Vacuum out furniture
	Vacuum entire floor—moving furniture

# Hallway checklist

<b>DONE</b>	<b>Daily cleaning—hallways</b>
	Pick up and remove unwanted items
	Sweep floors—shake rugs
	Steam as needed

<b>DONE</b>	<b>Weekly cleaning—hallways</b>
	Wash any rugs
	Wash windows

<b>DONE</b>	<b>Monthly cleaning --hallways</b>
	Wipe walls, moulding,
	Dust light fixtures
	Vacuum corners/scrub floor