



## Weekly

- Cleaning **Dust all Hard Surfaces** Vacuum or Mop the Floor Wipe Down the Appliances
- Wipe Down the Counters
- Scrub and Disinfect the Toilet
- Scrub and Disinfect the Shower and Bath Tub
- Change the Sheets
- Check and Empty the Garbage as Needed

# **Monthly**

- Vacuum
- Wipe and Disinfect the Wastebaskets
- Wipe and Disinfect the Doorknobs
- Wipe and Dust Ceiling Fans
- Scrub Clean the Stove Burner
- **Dust the Moldings**
- Wipe Down Fronts of Kitchen Cabinets
- Clean Out the Drains

### **Every 3 to 6 Months**

- Launder or Hand Wash the Curtains
- Wipe and Disinfect the Wastebaskets
- Wipe and Disinfect the Doorknobs
- Wipe and Dust Ceiling Fans
- Scrub Clean the Stove Burner
- **Dust the Moldings**
- Wipe Down Fronts of Kitchen Cabinets
- Clean Out the Drains

### **Every 6 to 12 Months**

- Clean the Oven
- Wash and Clean the Lamp Shades
- Sponge Clean Washable Upholstery
- Wash or Dry-Clean Slip Covers
- Launder or Dry Clean Pillows
- Launder or Dry Clean Comforters
- Wash Fabric Shades
- **Empty and Clean Cabinets**
- Scrub Tile Grout
- Wash and Dry Filter of the Stove Hood

#### **Every Year**

- Professional Clean the Rugs
- Professionally Clean the Upholstery Every Year
- Professionally Clean the Carpets
- Professionally Clean Fabric Shades
- Touch Up Floors and Needed
- Wash the Walls
- **Clean the Pantry Thoroughly**
- Professionally Clean the Drapes Every 2 Year
- Others if Any
- Other if Any