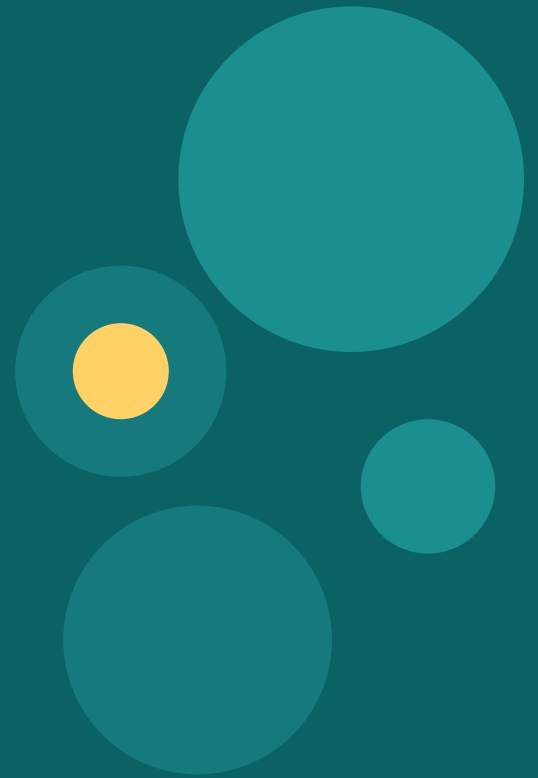




The Weekly Cleaning Routine

Print it, stick it, tick it

General cleaning information. Read product labels and test in a hidden spot first.
Never mix bleach with ammonia, vinegar or other cleaners. Poison Control: 1-800-222-1222.
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The week, one zone a day

About 20 minutes a day. Tick each week as you go.

Day	Zone	What	Wk 1	Wk 2	Wk 3	Wk 4
Mon	Kitchen	Counters, sink, appliance fronts, microwave	☐	☐	☐	☐
Tue	Bathrooms	Toilets, sinks, mirrors, shower	☐	☐	☐	☐
Wed	Dust	Top to bottom, every room	☐	☐	☐	☐
Thu	Floors	Vacuum and mop main rooms	☐	☐	☐	☐
Fri	Laundry	Sheets and towels	☐	☐	☐	☐
Sat	One big job	Pick from the monthly list	☐	☐	☐	☐
Sun	Reset	10 minutes to plan the week	☐	☐	☐	☐

The 15-minute daily reset

Every evening	Habit?
☐ Run or empty the dishwasher; wipe the counters	
☐ Put away things that are out of place	
☐ Quick wipe of the bathroom sink	
☐ Sort the day's mail	
☐ Start laundry if the hamper is full	

Monthly and seasonal jobs

Every month	Month done
☐ Clean the dishwasher filter and disposal	
☐ Wipe light switches and door handles	
☐ Vacuum upholstery	
☐ Clean the washer gasket; run a cleaning cycle	
☐ Dust ceiling fans and vents	
☐ Wash the shower curtain liner	

Every season	Season done
☐ Deep clean the oven and refrigerator	
☐ Wash windows, sills and tracks	
☐ Wash or vacuum curtains and blinds	
☐ Wash pillows and duvets (check labels)	
☐ Clean grout; re-seal if needed	
☐ Declutter closets	

Every year	Year done
☐ Clean the dryer vent duct to the outside	
☐ Vacuum refrigerator coils	
☐ Deep clean carpets	
☐ Clear out the garage and storage areas	

Who does what

Share the zones. Write a name in each box.

Job	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Dishes							
Kitchen wipe-down							
Bathrooms							
Dusting							
Floors							
Laundry							
Trash and recycling							
Pets							
Tidy-up							

Stain chart

Check the care label, test first, and don't dry until the stain is gone.

Stain	Method
Coffee, tea	Cold water from the back, liquid detergent, wash warm.
Red wine	Blot, cold water, detergent, oxygen bleach soak if label allows.
Grease, oil	Cornstarch to absorb, dish soap, wash warmest allowed.
Blood	Cold water only, enzyme remover, wash cold.
Grass	Enzyme remover or detergent, sit 15 to 30 min, wash.
Ballpoint ink	Rubbing alcohol on a cotton ball (test first), blot, then wash.
Underarm yellowing	Oxygen bleach soak, enzyme detergent. No chlorine bleach.
Candle wax	Freeze, scrape, warm iron through paper towels, then dish soap.
Rust	Fabric rust remover per label. No chlorine bleach.

Never mix

Bleach + ammonia • Bleach + vinegar or other acids • Bleach + rubbing alcohol • Different drain cleaners.
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