

UPSTAIRS

BEDROOM

• vacuum:

- main floor
- edges of wall w/ attachment
- exposed carpet inside closet
- under bed & around bed legs

• dust:

- shelves
- picture frames
- bedside tables and any items on them
- lamp, shades & lamp bulbs
- baseboards
- door
- window blinds

• wash:

- any spots / scuffs on baseboards
- light switch plate
- any marks on walls
- any smudges on door & woodwork around door
- inside windows
- mirrors

BATHROOMS

• dust:

- baseboards
- door
- light fixtures (careful – they're delicate)
- towel / toilet paper rods
- picture frames
- toilet brush holders
- box on top of toilet

• wash:

- spots on baseboards
- light switch plate
- any marks on walls
- any smudges on door & woodwork around door
- mirror
- shower & tub (ONLY in main bathroom)
- top of shower rod and shower curtain rings
- toilet including top and base
- sink & exterior vanity
- small items on vanity and dispensers

TILE FLOOR: vacuum first then wash

Kristine's OFFICE

• vacuum:

- main floor
- edges of wall w/ attachment
- around table legs and bins
- inside closet

• dust:

- stuff under tables
- door
- baseboards
- window blinds
- DO **NOT** DO DESK

• wash:

- inside windows
- any marks on walls
- any marks on tall window blinds
- any smudges on door & woodwork around door
- spots on baseboards
- light switch plate

Sean's OFFICE

• vacuum:

- main floor
- edges of wall w/ attachment
- around table legs and bins

• dust:

- door
- baseboards
- window blinds
- DO **NOT** DO DESK

• wash:

- mirrors
- inside windows
- any marks on walls
- any marks on tall window blinds
- any smudges on door & woodwork around door
- spots on baseboards
- light switch plate

LANDING

• dust:

- baseboards
- exteriors of doors
- 2 vents on water heater door

• wash:

- spots on baseboards
- light switch plate
- any marks on walls
- any smudges on doors & woodwork around doors

• vacuum:

- main floor
- edges of wall w/ attachment

DOWNSTAIRS

STAIRS

- dust:
 - baseboards
 - base of black handrail
 - tan handrail including wall attachments
 - exterior of cat bathroom door
- wash:
 - spots on baseboards
 - light switch plate
 - any new marks on walls
 - any smudges on door & woodwork around door
- vacuum:
 - stairs w/ attachment
 - edges of wall w/ attachment

DINING / LIBRARY

- dust:
 - baseboards
 - picture frames
 - bookcase
 - fireplace & mantel
 - window sills
 - under-the-stairs door
 - suitcases
 - top of brown chest
 - window blinds
 - items on black side table
- wash:
 - spots on baseboards
 - light switch plates
 - any new marks on walls
 - any marks on tall window blinds
 - any smudges on door & woodwork around door
 - interior windows
 - top of black side table
- vacuum:
 - main floor
 - edges of wall w/ attachment
 - around & under base of couch

TV ROOM / FRONT HALL

- dust:
 - baseboards
 - photo frames
 - tv shelves & electronics
 - side table top – VINEGAR
 - window sills
 - front door
 - entry table
 - lamp / shade / bulb on entry table
 - back and arms of couch
 - shake out dust from doormat (do this outside)
- wash:
 - spots on baseboards
 - light switch plates
 - any new marks on walls
 - interior windows (including front door window)
 - any smudges on door & woodwork around door

TILE FLOOR:

- 1) sweep grit into piles
- 2) vacuum piles of grit
- 3) wash

SPECIAL: wipe top of table with Windex and special rag