**Part 1: Bathrooms**

**Master Bathroom**

* Dust lights
* Dust walls
* Clean window
* Wash wood moldings around floor, windows, and doors
* Wash doors
* Wipe down window shades
* Wipe down mirror
* Clean artwork
* Wipe down all hardware
* Organize linen closet and wipe down shelves
* Clean sink
* Organize drawers/cabinets under sink
* Wipe down vanity
* Clean toilet
* Empty trash
* Wash rugs
* Wash towels
* Wash shower curtain
* Clean shower/tub
* Sweep floor
* Wash floor

**Kids Bathroom**

* Dust lights
* Dust walls
* Clean window
* Wash wood moldings around floor, windows, and doors
* Wash doors
* Wipe down window shades
* Wipe down mirror
* Clean artwork
* Wipe down all hardware
* Organize linen closet and wipe down shelves
* Clean sink
* Organize drawers/cabinets under sink
* Wipe down vanity
* Clean toilet
* Empty trash
* Wash rugs
* Wash towels
* Wash shower curtain
* Clean shower/tub
* Sweep floor
* Wash floor

**Guest Bathroom**

* Dust lights
* Dust walls
* Clean window
* Wash wood moldings around floor, windows, and doors
* Wash doors
* Wipe down window shades
* Wipe down mirror
* Clean artwork
* Wipe down all hardware
* Organize linen closet and wipe down shelves
* Clean sink
* Organize drawers/cabinets under sink
* Wipe down vanity
* Clean toilet
* Empty trash
* Wash rugs
* Wash towels
* Wash shower curtain
* Clean shower/tub
* Sweep floor
* Wash floor

**Powder Room**

* Dust lights
* Dust walls
* Clean window
* Wash wood moldings around floor, windows, and doors
* Wash doors
* Wipe down window shades
* Wipe down mirror
* Clean artwork
* Wipe down all hardware
* Clean sink
* Organize and clean any storage spaces
* Clean toilet
* Clean accessories
* Empty trash
* Wash towels
* Wash rugs
* Sweep floor
* Wash floor

**Powder Room**

* Dust lights
* Dust walls
* Clean window
* Wash wood moldings around floor, windows, and doors
* Wash doors
* Wipe down window shades
* Wipe down mirror
* Clean artwork
* Wipe down all hardware
* Clean sink
* Organize and clean any storage spaces
* Clean toilet
* Clean accessories
* Empty trash
* Wash towels
* Wash rugs
* Sweep floor
* Wash floor

**To Do List**

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**Part 2: Bedrooms**

**Master Bedroom**

* Dust fan
* Dust lights
* Dust walls
* Wash wood moldings around floors, windows, and doors
* Wash doors
* Wipe down window shades
* Clean windows
* Wipe down all hardware
* Clean mirror(s)
* Wipe down TV/electronics
* Clean dresser
* Organize dresser drawers
* Organize closets
* Wash sheets and comforter
* Clean mattress and flip (if possible)
* Wash pillows
* Clean under bed
* Wipe down nightstands and any other furniture
* Organize nightstand drawers
* Clean accessories
* Make bed
* Empty trash
* Vacuum carpets (or sweep/wash floor)

**Kids Bedroom**

* Dust fan
* Dust lights
* Dust walls
* Wash wood moldings around floors, windows, and doors
* Wash doors
* Wipe down window shades
* Clean windows
* Wipe down all hardware
* Clean mirror(s)
* Wipe down TV/electronics
* Clean dresser
* Organize dresser drawers
* Organize closets
* Wash sheets and comforter
* Clean mattress and flip (if possible)
* Wash pillows
* Clean under bed
* Wipe down nightstands and any other furniture
* Organize nightstand drawers
* Clean accessories
* Make bed
* Empty trash
* Vacuum carpets (or sweep/wash floor)

**Kids Bedroom**

* Dust fan
* Dust lights
* Dust walls
* Wash wood moldings around floors, windows, and doors
* Wash doors
* Wipe down window shades
* Clean windows
* Wipe down all hardware
* Clean mirror(s)
* Wipe down TV/electronics
* Clean dresser
* Organize dresser drawers
* Organize closets
* Wash sheets and comforter
* Clean mattress and flip (if possible)
* Wash pillows
* Clean under bed
* Wipe down nightstands and any other furniture
* Organize nightstand drawers
* Clean accessories
* Make bed
* Empty trash
* Vacuum carpets (or sweep/wash floor)

**Guest Bedroom**

* Dust fan
* Dust lights
* Dust walls
* Wash wood moldings around floors, windows, and doors
* Wash doors
* Wipe down window shades
* Clean windows
* Wipe down all hardware
* Clean mirror(s)
* Wipe down TV/electronics
* Clean dresser
* Organize dresser drawers
* Organize closets
* Wash sheets and comforter
* Clean mattress and flip (if possible)
* Wash pillows
* Clean under bed
* Wipe down nightstands and any other furniture
* Organize nightstand drawers
* Clean accessories
* Make bed
* Empty trash
* Vacuum carpets (or sweep/wash floor)

**To Do List**

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**Part 3: Living Spaces**

**Foyer**

* Dust walls
* Dust lights/ceiling fans
* Wash wood moldings around floors, doors, and windows
* Wipe down doors
* Wipe down all hardware
* Clean artwork
* Clean windows
* Clean furniture
* Clean accessories
* Vacuum carpet (or sweep and wash floor)

**Downstairs Hallways**

* Dust walls
* Dust lights/ceiling fans
* Wash wood moldings around floors, doors, and windows
* Wipe down doors
* Wipe down all hardware
* Clean artwork
* Clean windows
* Vacuum carpet (or sweep and wash floor)

**Upstairs Hallways**

* Dust lights/ceiling fans
* Dust walls
* Wash wood moldings around floors, doors, and windows
* Wipe down doors
* Wipe down all hardware
* Clean artwork
* Clean windows
* Vacuum carpet (or sweep and wash floor)

**Closets**

* Wipe down shelving/storage areas
* Organize items
* Vacuum carpet (or sweep and wash floor)

**Stairs**

* Dust walls
* Wash wood moldings
* Wash hand rails
* Clean artwork
* Vacuum and carpet clean stairs (or sweep and wash stairs)

**Living Room**

* Dust ceiling lights
* Dust walls
* Wash wood moldings around floors, windows, and doors
* Wash doors
* Wipe down window shades
* Clean windows
* Wipe down all hardware
* Clean artwork
* Wipe down bookshelves and storage units
* Wipe down accessories
* Wipe down TV cabinet, TV, and electronics
* Organize storage areas
* Wipe down side tables and coffee table
* Clean lights
* Vacuum couches, chairs and cushions
* Wash pillowcases
* Wash blankets
* Shake out rugs
* Empty trash
* Vacuum and carpet clean floors (or sweep/wash floors)

**Dining Room**

* Dust ceiling lights
* Dust walls
* Wash wood moldings around floors, windows, and doors
* Wash doors
* Wipe down window shades
* Clean windows
* Wipe down all hardware
* Clean artwork
* Wipe down buffet and any storage units
* Organize buffet and any storage units
* Wipe down accessories
* Wipe down chairs
* Wipe down dining room table
* Iron table runner and/or tablecloth
* Clean lights
* Shake out rugs
* Empty trash
* Vacuum and carpet clean floors (or sweep/wash floors)

**To Do List**

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**Part 4: Kitchen**

**Kitchen**

* Dust ceiling lights/ceiling fans
* Dust walls
* Wash wood moldings around floors, doors and windows
* Wash doors
* Wipe down window shades
* Clean windows
* Dust tops of cabinets
* Wipe down cabinet fronts and sides
* Reorganize all cabinets, disposing of expired groceries and unused cooking wares
* Wipe down appliances
* Organize and update refrigerator items
* Wipe down inside refrigerator
* Organize and update freezer items
* Wipe down inside freezer
* Wipe down all countertop appliances
* Clean sink
* Clean stovetop
* Clean inside oven
* Clean inside microwave
* Clean dishwasher
* Wipe down bar chairs, chairs, and stools
* Wipe down eat-in dining table or any other furniture items
* Wipe down counters
* Clean dog dishes
* Shake out rugs
* Empty trash
* Return recycling
* Sweep floors
* Wash floors

**Pantry**

* Dust ceiling lights
* Dust walls
* Remove all items from pantry
* Throw away expired pantry items
* Donate unopened pantry items you most likely will not use before expiration
* Wipe down shelving and storage units
* Wash wood moldings around floors and doors
* Wash doors
* Organize pantry items and note any storage items you need to purchase below
* Shake out rugs
* Sweep floors
* Wash floors

**To Do List**

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**Part 5: Office and Library**

**Office**

* Dust ceiling lights/fan
* Dust walls
* Wash wood moldings around floors, doors and windows
* Wash doors
* Wipe down window shades
* Clean windows
* Wipe down all hardware
* Clean artwork
* Wipe down bookshelves and any storage units
* Organize bookshelves and any storage units
* Wipe down electronics like TVS, computer screens, and printers
* Organize closet(s)
* Purge old paperwork as needed
* Clean desk
* Organize desk drawers/cabinets
* Wipe down other furniture items
* Empty trash
* Shake out rugs
* Vacuum and carpet clean floors (or sweep and wash floors)

**Library**

* Dust ceiling lights/fan
* Dust walls
* Wash wood moldings around floors, doors and windows
* Wash doors
* Wipe down window shades
* Clean windows
* Wipe down all hardware
* Clean artwork
* Wipe down bookshelves and any storage units
* Organize bookshelves and any storage units
* Wipe down electronics like TVS, computer screens, and printers
* Organize closet(s)
* Clean desk
* Organize desk drawers/cabinets
* Wipe down other furniture items
* Empty trash
* Shake out rugs
* Vacuum and carpet clean floors (or sweep and wash floors)

**To Do List**

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**Part 6: Basement and Storage Areas**

**Stairs to Basement**

* Dust walls
* Wash wood moldings around floors and doors
* Wash doors
* Sweep and wash stairs (or vacuum and carpet clean stairs)

**Basement**

* Dust ceiling lights/fan
* Dust walls
* Wash wood moldings around floors, doors and windows
* Wash doors
* Wipe down window shades
* Clean windows
* Wipe down all hardware
* Clean artwork
* Wipe down bookshelves and any storage units
* Organize bookshelves and any storage units
* Wipe down electronics like TV, DVD player, etc.
* Wipe down TV cabinet
* Wipe down side tables and coffee table
* Wipe down accessories
* Clean lights
* Vacuum couches, chairs and cushions
* Wash pillowcases
* Wash blankets
* Organize closet(s)
* Clean washer and dryer units
* Wipe down washer and dryer units
* Organize laundry supplies
* Empty trash
* Shake out rugs
* Vacuum and carpet clean floors (or sweep and wash floors)

**To Do List**

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**Part 7: Outdoor Areas**

**Deck**

* Clean doors
* Clean off the deck and steps
* Bring outdoor furniture out of storage
* Wipe down table and chairs
* Wipe down any accessories
* Bring summer items out of storage (ex. pillows, etc.)
* Clean barbecue if necessary
* Pull out any dead plants from pots and store pots for future planting if desired

**Front Porch**

* Store any Christmas holiday décor that is still out (i.e. take down those Christmas lights!)
* Clean windows
* Wipe down shutters
* Clean mailbox
* Wipe down door and door hardware
* Replace glass doors with screen doors where necessary
* Pull out any dead plants from pots and store pots for future planting if desired
* Hose off deck and steps
* Wipe down furniture
* Bring summer items out of storage (ex. pillows, etc.)

**Yard**

* Hose off side porches
* Pull out any dead plants from pots or garden and store pots for future planting if desired
* Get grass aerated if desired
* Put down mulch if desired

**Garage**

* Hose down garage door
* Replace dead light bulbs
* Organize storage areas and purge any unnecessary items
* Hose down garage floor

**To Do List**

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