

Cleaning List	Special instructions	Done
Take off bed linens & start in washer	<ul style="list-style-type: none"> <li>Use one cup <b>bleach</b> in warm wash, wipe down bed rails, spray down pillows and mattresses with <b>Lysol</b>. Hang pillows over bed rails to air out.</li> </ul>	
Run vinegar thru coffee pots	<ul style="list-style-type: none"> <li>You'll want to pour out <b>vinegar</b>, rinse and pour clean water and continue running thru all day while you're here to get rid of vinegar smell.</li> </ul>	
Wipe down all cabinets	<ul style="list-style-type: none"> <li>Use damp rag/cloth only &amp; <b>grease-cutting cleaner</b></li> </ul>	
Clean around base boards & trim in all rooms	<ul style="list-style-type: none"> <li>Use a damp rag or scrub brush if needed with <b>grease-cutting cleaner</b></li> </ul>	
Clean top of fridge and stove including the hood	<ul style="list-style-type: none"> <li>Our glass-top stove has a <b>special cleaner</b> and <b>non-scratch pad</b> in closet</li> </ul>	
Dust <ul style="list-style-type: none"> <li>Entertainment Center</li> <li>Speakers</li> <li>All side tables &amp; book shelf</li> <li>All mirrors &amp; pictures</li> <li>Lamp s &amp; shades</li> <li>Office area (desk, computer &amp; screen, phone)</li> </ul>	<ul style="list-style-type: none"> <li>Use <b>furniture polish</b> and cloth for furniture</li> <li>Use <b>glass cleaner</b> &amp; paper towels on mirrors &amp; pictures</li> <li>Use vacuum with brush attachment to remove dust from lamp shades</li> </ul>	
Clean out sinks: kitchen, bathroom, and downstairs utility	<ul style="list-style-type: none"> <li>Use the <b>CLR</b> or <b>Lime Away</b> to remove crud, water spots &amp; stains</li> </ul>	
Clean toilet	<ul style="list-style-type: none"> <li>Cleaning supplies under sink in bathroom toilet brush is on right side of the toilet or bleach is downstairs in laundry room.</li> </ul>	
Clean shower	<ul style="list-style-type: none"> <li>Spray down with cleaner then scrub &amp; rinse out</li> </ul>	
Sweep Floors on main floor and exercise mat	<ul style="list-style-type: none"> <li>Broom &amp; dust pan is in "blackboard" closet</li> </ul>	
Vacuum carpets and furniture	<ul style="list-style-type: none"> <li>Vacuum is in "black-board" closet</li> <li>Be sure to get under beds...use attachments to reach <ul style="list-style-type: none"> <li>Vacuum throw pillows with attachment</li> <li>Magazine holder in bath (empty books)</li> </ul> </li> </ul>	
Mop	<ul style="list-style-type: none"> <li><b>Pine Sol</b>, bucket and mop in bathroom closet or in basement closet under stairs</li> </ul>	
Wax	<ul style="list-style-type: none"> <li>Use the sponge mop in bathroom closet &amp; <b>Future Wax</b></li> </ul>	
Water Plants	<ul style="list-style-type: none"> <li>Stick your finger in the dirt one inch. If it's dry, please water.</li> </ul>	
Wipe out refrigerator and ice dispenser tray	<ul style="list-style-type: none"> <li>Use damp rag/cloth only &amp; grease-cutting cleaner</li> <li>Use a small amount of <b>vinegar</b> for the tray</li> </ul>	

DEEP CLEANING...every 3 months	Special instructions	
Wash curtains.	Step ladder in "blackboard closet"	
Move furniture and appliances to clean behind them	Ask for help	
Wash windows, inside and out	For first story windows, we have an extension pole. Use warm water with vinegar for outside windows to clean. Finish with auto windshield fluid found in garage to prevent streaks.	
Vacuum underside of refrigerator coils.	Remove vent cover and use vacuum attachments.	
Turn mattresses.	Ask for help	
Clean comforters & Pillows	Drop off at Laundromat behind Goodwill	
Stove Hood Filter	Remove, scrub with degreaser, air dry then reinstall	
Throw blankets	Wash in cold water	
Trash Cans	Clean and disinfect all trash cans using <b>bleach</b>	
Clean Washing Machine	Use one cup <b>bleach</b> in hot water wash	
Vacuum	Magazine holder in bathroom (empty books)	

CLEANING SUPPLIES	
Kitchen Degreaser (409, etc.)	
Clorox Clean-up	
Oven Cleaner	
Stove Top Cleaner for glass tops	
CLR or Lime-A-Way	
Murphy Oil Soap	
Pine-Sol	
Furniture Polish	
Febreze	
Bleach	
Laundry Detergent	
Fabric Softener	
Windex	
Paper Towels	