

ZONE CLEANING—SAMPLE



Greeting/Outdoors: Entries/foyer, Front/back Porch, Coat Closets

Entries

- cobwebs
- clean switch plate/walls if needed
- wash doors
- wash artificial flowers / shower plants
- baseboards
- straighten coat closet
- wash rugs
- mop the floor (if not already part of weekly)
- add some welcoming touches

Porches

- sweep / hose down
- sweep off furniture, spider/cob webs
- prune plants, throw away dead ones
- repot plants if necessary
- refill bird feeders
- wipe off tables, furniture, light fixtures, replace bulbs
- get rid of unwanted items
- add some welcoming touches

Closets

- sweep/vacuum
- cobwebs
- organize & box up unwanted items / take to van or trash

ZONE CLEANING—SAMPLE



Living Areas:

Living Room, Family Room, Dining Room

Living Room

- cobwebs
- ceiling fan
- wash windows
- wash mirrors
- wash artificial flowers / shower plants
- wash any curtains/blankets as needed
- dust wall hangings
- dust back of TV
- dust inside entertainment center
- dust/vacuum lampshades
- wipe fingerprints from walls
- vacuum inside sofas
- flip sofa cushions
- vacuum under furniture
- polish furniture
- org. video cabinet
- org. magazines/newspaper cabinet

Family Room

- cobwebs
- wash windows
- wash artificial flowers / shower plants
- wash any curtains/blankets as needed
- dust wall hangings
- dust back of TV
- dust inside entertainment center
- dust/vacuum lampshades
- wipe fingerprints from walls
- vacuum inside sofas
- flip sofa cushions
- vacuum under furniture
- polish furniture
- org. video cabinet
- org. game cabinet

Dining Room

- cobwebs
- wash windows & lighting fixtures
- wash any curtains as needed
- dust wall hangings
- wipe fingerprints from walls
- clean bottom of chairs (legs)
- clean / polish furniture

ZONE CLEANING—SAMPLE



Working Areas: Kitchen, Pantry, Den/Office, Craft Room

Kitchen & Pantry

- cobwebs
- wash windows
- wash light fixtures
- thoroughly clean inside refrigerators
- thoroughly clean inside dishwasher / use cleanser wash
- clean exhaust fan
- purge pantry & food cabinets/organize & clean shelves
- org. dish cabinets & clean shelves
- dust tops of cabinet & refrigerator
- clean cabinet/pantry doors
- wash walls as needed
- wash curtains as needed
- shine the sink
- org. tupperware cabinet
- org. pots/pan cabinet
- org. utensil drawers
- org. towel drawer
- org. silverware drawer
- org. cleaning cabinet
- vinegar hard water spots

Den/Office

- cobwebs
- ceiling fan
- clear off desk
- clean computer
- purge paper files
- file bills/stubs/receipts (not paying bills right now)
- org. shelves/drawers
- fill supplies (paper, staples, paper clips, etc.)
- thorough dusting

Craft Room (School Room)

- cobwebs
- clear off desks
- purge paper files
- purge craft boxes
- org. supply cabinet
- org. books
- fill supplies (paper, staples, paper clips, etc.)
- thorough dusting

ZONE CLEANING—SAMPLE



Cleaning Areas: Bathrooms, Laundry/Utility Rooms, Supply Cabinets

Bathrooms

- cobwebs
- wash windows
- wash light fixtures
- org. cabinets
- refill soap & extra soap containers
- sanitize toothbrushes
- wash artificial flowers/shower plants
- wash walls as needed
- wash cabinet doors
- wash exhaust fan

Laundry/Utility Rooms

- thorough dusting
- org. cabinets
- org. drawers
- clean washer dispensers
- box up all outgrown clothing/shoes
- check AC filter / replace if needed
- check mop heads for replacement

Supply Cabinets

- Refill containers
- Org. shelves
- Make list of supplies for monthly shopping list

ZONE CLEANING—SAMPLE



Sleeping Areas: Bedrooms, Closets, & Storage

Bedrooms

- cobwebs
- wash windows
- wash light fixtures
- vacuum under furniture
- wash any curtains/blankets as needed
- straighten bookshelves/magazines
- wash artificial flowers/shower plants
- flip mattress (every other month)
- re-sort clothing drawers/shelves/hanging

Closets/Storage

- pick up everything on the floor and put away
- wipe off shoes
- org. shelves
- box up unwanted items / take to van or trash