

A **CLEAN** home equals a peaceful, happy LIFE

Daily TIDY AND DUST (Main floor only)

TIDY MAIN FLOOR AND LANDING DAILY

- Let the light in by opening all of the curtains and shades. Give them a good shake to dislodge dust. Arrange them to look nice.
- Take two grocery sacks around with you.
- Pick up the trash and put it in one of the sacks. Set it aside.
- Gather the clutter that belongs elsewhere and put it in the second bag, then set it aside, too.
- Neatly store whatever stays. Put all CDs, DVDs, toys, games, music, books and other regularly-used items that belong in the room into their respective storage locations.
- Straighten all pillows on the sofa, which is one of the room's major focal points.
- Fold throw blankets into whichever receptacles they belong in.
- Neaten magazines, books, games and DVDs that are sitting out.
- Wipe away any dirt, crumbs and fingerprints from table tops and horizontal surfaces.
- Throw away the grocery sack of trash you gathered.
- Return the clutter from the other bag to WHERE EACH ITEM GOES. I do not want this bag stashed in random corners. If I find it, I will HUNT YOU DOWN and hang you by your toenails.

DUSTING DAILY

- Get dusting. Work top to bottom, starting with the crown molding and the light fixture/ceiling fan, including light bulbs, using the long-handled duster.
- Dust the window casings, sills, furniture, all baseboards, mantels and decor with a microfiber cloth, lightly dampened with water. Pick up items as you dust; don't just dust around them. Be sure to get lamps, including their bulbs.
- Put away your cleaning supplies, vacuum and cleaning card to where they belong.
- Return and Report

Weekly TIDY AND DUST (Entire house)

- Complete all of the daily tidy and dust items and then complete this list in addition.
- Dust the foyer chandelier (THOROUGHLY from all angles) with the long-handled duster.
- Polish wood furniture, including both pianos. Spray microfiber cloth with a smidge of furniture polish.
- Make glass shine. Grab an unused cleaning cloth and your glass polish. Again, work the room left to right, top to bottom, and polish all glass surfaces: table tops, picture fronts, decorations, fireplace doors, and interior windows, plus the window tracks and sills. Note: when your cloth gets damp from glass cleaner, change to a dry cloth to prevent streaks.
- Do smudge patrol by cleaning the light switches, door knobs and door jambs
- Vacuum soft furniture using vacuum's upholstery attachment to get up crumbs and other strange things that accumulate under seating cushions. Next, vacuum the back, sides and fronts of your sofa and chairs.
- Vacuum lampshades and throw rugs using the dusting attachment.
- Continue using this list to clean the basement family room, library and office. You must have everything tidied and dusted before the floors person can vacuum.
- Return your cleaning supplies, vacuum and cleaning card to where they belong.
- Return and Report

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