

## **OFFICE EVERYWHERE** LIVING ROOM Dust off any electronics Clean curtains Vacuum under the couch Clean couch(es) Vacuum and clean chair Clean windows Empty and clean drawers Clean walls, ceilings and baseboards Wash cushions and blankets Vacuum Dust TV, speakers, etc. Go through and organize papers Clean coffee table Clean carpets and floors Clean doors Go through magazines, coffee table books **ANIMALS** Dust furniture, fans and lamps Use fragrance diffuser or room spray Clean bed(s) Clean sockets and light switches Wash bowls BEDROOM(S) Check smoke detector batteries Clean leash, harness, toys Clean and turn over mattress Clean and put away winter gear **ENTRANCE** Clean duvet + duvet cover Disinfect litter Change sheets Change winter doormat for summer doormat Clean crate Put away winter clothes Clean any shoe marks on walls Take summer clothes out Put away winter footwear **OUTDOORS** Vacuum under bed Put away any winter clothing Clean doors Perfume sheets Take summer footwear out Clean windows and trims Clean, sweep + wash decks, stairs, pavement BATHROOM(S) Empty gutters **KITCHEN** Clean tiles Clean flower beds Wash bath mat + shower curtain Clean range hood Clean and prep BBQ Clean shower, faucets, drain Clean backsplash Clean and take out outdoor furniture Clean sink and faucets Empty and clean cupboards Clean and install screens Clean toilet Get rid of expired items Clean and install AC Clean counter and any shelves Clean sink and faucets Put away showels Clean fan Clean garbage and recycling bin Organize tools Throw out expired products Clean microwave Clean makeup brushes, sponges Empty and clean fridge and freezer **OTHERS** Return expired meds to drugstore Spray favorite room spray Clean cupboards (inside and out) Clean handles **GAME ROOM** Clean small appliances (air-fryer, toaster, etc.) Clean table and chairs Sort toys and donate Wash and organize toys Fill hand soap



Machine wash plushies

Light your favorite candle