

CLEANING CHECKLIST

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STEP	TASK	ASSIGN
	☐ Gather all dirty laundry. (5 min)	
	☐ Gather all trash. (5 min)	
1	☐ Shine glass & mirrors. (5 min)	
1	☐ Dust furniture. (10 min)	
1	☐ Shine bathroom counters. (5 min)	
1	☐ Shine kitchen counters. (5 min)	
1	☐ Shine toilet exterior. (5 min)	
2	☐ Scrub toilet interior. (5 min)	
2	☐ Scrub bathroom sink. (5 min)	
2	☐ Scrub kitchen sink. (5 min)	
2	☐ Scrub tub. (10 min)	
	☐ Vacuum all floors. (15 min)	
3	☐ Mop floors. (10 min)	