

Indoors

- Dispose of old cleaning chemicals
- Sweep and wash all floor surfaces
- Empty cabinets and wash shelves
- Dust/mop baseboards
- Dust cobwebs; ceiling/baseboard
- Dust all hard surfaces/shelves/blinds
- Clean out under furniture and in closets
- Polish wood surfaces and furniture
- Dust office surfaces/equipment
- Clean computer, monitor, keyboard
- Purge filing cabinets, recycle paper
- Shampoo furniture upholstery
- Clean windows/window treatments

Breakroom

- Clean inside of refrigerator
- Clean stoves
- Clean behind refrigerator, coils
- Defrost and clear out freezer
- Clear out pantry, wash shelves
- Clean under and inside of oven/range
- Clean and sanitize sinks, clear drains
- Steam clean carpets/area rugs
- Clean/polish table and chairs

Bathroom

- Clean and sanitize toilets
- Clean mirrors and glass
- Clean and polish fixtures
- Clean tile surfaces, inspect grout
- Clean and sanitize showers, and clear drains
- Change batteries in smoke detectors
- Change batteries in exit signs
- Clean fireplace, get chimney swept

Outdoors

- Rake leaves, clear away yard debris
- Wash window exteriors
- Clean deck and patio furniture
- Clear out and plant flower beds
- Wash out garbage and recycling bins
- Wash or resurface driveway/parking lots
- Clean out gutters and downspouts
- Inspect, clean and repair yard tools
- Tune up outdoor equipment

Laundry/Basement/Utility Room

- Dispose of old cleaning chemicals
- Clean washer and dryer exteriors
- Clean inside rim of washer
- Dust light fixtures and bulbs
- Clean laundry sink and clear drain
- Drain and refill hot water heater
- Sweep and mop floor, clear drain
- Change furnace/air conditioner filter
- Donate, sell or toss unused items
- Dust cobwebs; ceiling/baseboard

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