**Kitchen**

\_ Load/unload the dishwasher

\_ Hand wash dishes

\_ Scrub sink

\_ Wipe off kitchen counters

\_ Wipe off kitchen table

\_ Wipe down outside of all appliances

\_ Clean microwave inside and out

\_ Wipe down outside of all cabinets

\_ Clean stovetop

\_ Clean out refrigerator

\_ Clean oven - Spray with oven cleaner night before service. Self- cleaning oven, turn on night

before service.

\_Sweep/mop floors

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| **Bathroom(s)**  \_ Clean toilet  \_ Scrub bathtub/shower  \_ Clean bathroom sink  \_ Clean counters  \_ Polish chrome fixtures  \_ Wipe down mirrors  \_ Refill q-tips /soap dispenser/toilet paper etc.  \_ Shake throw rugs  \_ Sweep/Mop floors | **Living Room(s)**  \_ Pick up clutter  \_ Dust  \_ Vacuum furniture  \_ Vacuum carpet |
| **Bedroom(s)**  \_ Pick up clutter  \_ Make the bed  \_ Change bed linens  \_ Dust  \_ Vacuum carpet  \_ Organize dresser  \_ Organize closet | **Other tasks**  \_ Laundry  \_ Fold and put away laundry  \_ Pick up groceries  \_ Pick up dry cleaning  \_ Pick up mail  \_ Wipe down patio/deck furniture  \_ Sweep patio/porch/deck  \_ Take out trash/recycling  \_ Water plants |