

Master Bedroom Detailed Cleaning List (Zone 4)

Jan	Feb	Mar	April	May	June	
						Polish furniture
						Clean cobwebs
						Wash mattress pad/dust ruffle
						Flip mattress
						Wash window
						Wipe window sill
						Straighten drawers/closet
						Wash curtains
						Polish shoes
						Wash globes and wipe fan blades
						Vacuum under furniture
						Sort out clothes
						Clean rug
						Wipe pictures
						Vacuum radiator
						Review project list

Office Detailed Cleaning List

Jan	Feb	Mar	April	May	June	
						Clear off surface of desk
						Throw away pens that don't work
						Sharpen pencils
						Vacuum under desk and the whole room
						Dust furniture
						Rinse plants
						Clean windows and window sills
						Wash curtains
						Vacuum radiator
						Remove cobwebs
						Check supplies of paper, printer cartridges, stamps and envelopes
						Clean phone
						Clean globes and wipe fan blades
						Clean rug
						Clean off table
						Wipe pictures
						Review project list