



Cleaning
Entire House – wash, dust, wipe down and clean the following:
<input type="checkbox"/> air vents
<input type="checkbox"/> all baseboards, crown molding, wall corners and floor molding
<input type="checkbox"/> outlets and light switches
<input type="checkbox"/> door frames and doors
<input type="checkbox"/> light fixtures, ceilings, lamps, and fans
<input type="checkbox"/> windows and sills
<input type="checkbox"/> cloth shades, and curtains - wash
<input type="checkbox"/> blinds
<input type="checkbox"/> walls
<input type="checkbox"/> shelves – dust/wipe down
<input type="checkbox"/> deep clean/shampoo carpets
<input type="checkbox"/> shake out/beat dust and dirt from area rugs outside
<input type="checkbox"/> clean door and window hardware
<input type="checkbox"/> put everything that doesn't belong in it's rightful home
<input type="checkbox"/> undersides of all fabric furniture (vacuum using upholstery attachment)
<input type="checkbox"/> dust artwork, mirrors, picture frames any other wall hangings (dust around them as well!)
<input type="checkbox"/>
<input type="checkbox"/>
Living/Family/Dining Room
<input type="checkbox"/> clean fireplace/ schedule a chimney sweep
<input type="checkbox"/> shampoo furniture as needed
<input type="checkbox"/> remove stains off of upholstered furniture
<input type="checkbox"/> clean and declutter hutch
Kitchen
<input type="checkbox"/> clean food trap inside of dishwasher
<input type="checkbox"/> clean inside cabinets and drawers
<input type="checkbox"/> wipe fronts of cabinets
<input type="checkbox"/> clean refrigerator. Throw out expired food.
<input type="checkbox"/> clean and organize pantry. Throw out expired stock.
<input type="checkbox"/> dust tops of cabinets and appliances
<input type="checkbox"/> stove - turn on self-clean function on oven/manually clean the inside.
<input type="checkbox"/> wash knobs, and burners of stove
<input type="checkbox"/> soak and clean hood vents
<input type="checkbox"/> move appliances and clean the floor underneath and around
<input type="checkbox"/> clean the floors between the counters
<input type="checkbox"/> dust coils of refrigerator



Bathrooms
<input type="checkbox"/> clean bathroom exhaust
<input type="checkbox"/> replace shower curtains or liners if needed
<input type="checkbox"/> clean and organize cabinets and drawers. Throw out expired items
<input type="checkbox"/> thoroughly clean toilets, sinks, tubs, counters, and floors
Bedrooms
<input type="checkbox"/> wash all bed linen including sheets, pillow covers, and bed skirts
<input type="checkbox"/> wash pillows and comforters
<input type="checkbox"/> rotate and/or flip mattresses so they wear evenly
<input type="checkbox"/> replace winter bedding with summer bedding, if applicable. Wash/dry cleaning before storage
<input type="checkbox"/> organize storage spaces and closets
Laundry/Utility Room
<input type="checkbox"/> vacuum and/or dust behind appliances
<input type="checkbox"/> wash and/vacuum dust traps inside of dryers
<input type="checkbox"/> clean inside the dryer to remove lint buildup. Use a damp cloth and mild soap
<input type="checkbox"/> clean inside of washer including slime build up in the rubber in the door
<input type="checkbox"/> run a wash cycle with white vinegar to sanitize and clean grime and soap build up
Home Office
<input type="checkbox"/> declutter all paperwork
<input type="checkbox"/> shred all unneeded paperwork
<input type="checkbox"/> clean and organize drawers
<input type="checkbox"/> dust/wipe computers, keyboards, printers and all other office machines.
<input type="checkbox"/> back up computers and delete unnecessary files
Maintenance – Fix and Replace as needed
<input type="checkbox"/> check and replace light bulbs
<input type="checkbox"/> touch up paint where needed
<input type="checkbox"/> replace batteries in carbon monoxide and smoke detectors
<input type="checkbox"/> condition leather furniture
<input type="checkbox"/> polish/wax floors (polish for wood and wax for non-wood flooring)
<input type="checkbox"/> polish metal door and window hardware
<input type="checkbox"/> change air filter/furnace filters
<input type="checkbox"/> seal any cracked tiles or grout in bathrooms and kitchen
<input type="checkbox"/> fix any leaky water faucets and drains
<input type="checkbox"/>
<input type="checkbox"/>

Disclaimer - This document was created to be a helpful guide to aid in indoor home spring cleaning and decor. It is meant to be a guide to help users with cleaning and beautifying their homes. Ocean Breeze Homes holds no responsibility, or liability for any damage to property, or persons while completing any of the tasks on the list. The use of this document is for personal purposes only. Reproduction of this document for resale, or distribution is prohibited without the written consent of Ocean Breeze Homes."