the kitchen

@THECHAPPELLRESIDENCE

CLEAN

Wash and put dishes away

DECLUTTER

Get rid of dupilcate items

	Throw away fast food utensils & condiments	Wipe down cabinets
\Box	Get rid of excess Tupperware or that's missing a lid	Organize cabinets
	Donate unneeded cookbooks	Organize drawers
	Get rid of bottles without lids	Wipe down & disinfect interior of fridge &
	Donate scratched pots & pans	freezer
	Donate any unused small appliances	Empty trash & wash garbage can
	Get rid of any mismatched sets	Clean inside of microwave
	Get rid of any chipped glassed items	Wipe down backsplash
	Simplify kids items	Wipe down countertops
	Donate items for kids that they are too old for	Clean inside of dishwasher (self-clean)
	Clean out fridge (get rid of any expired foods or	Deep clean oven (self-clean)
	foods that aren't being used)	Deep clean stovetop
	Clear out freezer (get rid of any expired foods or	Deep clean stove range
	foods that aren't being used)	Wipe down appliances
	Clean out under the sink	Clean small appliances
	Get rid of extra spices that you don't use or are	Dust tops of cabinets
	expired	Dust top of fridge/freezer
	Organize utensil drawers	Scrub & disinfect sink(s)
	Clear countertops of unnecessary items	Clean garbage disposal with ice, lemon slices
		and baking soda
		Wipe & disinfect cabinets knobs/handles &
		lightswitches/outlets
		Touch up cabinet paint or stain
		Mineral oil your wood countertops
		Dust/clean light fixtures
		Wipe down or clean bar/counter stools
		Wipe down floating shelves
		Pull out fridge and clean underneath
		Pull out dishwasher and clean underneath
		Replace old sink sponges or brushes with new
		ones
		Move portable kitchen island and clean the
		floors
		Clean baseboards
		Replace lightbulbs/smoke detector batteries if
		needed
		Wash windows

the party butter's party

<i>®</i> тнесн	APPELLRESIDENCE
DECLUTTER	CLEAN
Throw away fast food utensils & condiments	Wipe down cabinets
Get rid of extra spices that you don't use or are	Organize cabinets
expired	Organize drawers
Throw out any expired can foods	Empty trash & wash garbage can
Throw out any old produce	Wipe down backsplash
Throw out any half used or stale food	Wipe down countertops
Throw out any additional expired goods/foods	Wipe down appliances
Clean out under the sink	Clean small appliances
Donate unneeded cookbooks	Dust tops of cabinets/shelves
Clear countertops of unnecessary items	Scrub & disinfect sink(s)
Donate any unused small appliances	Clean garbage disposal with ice, lemon slice:
Restock any containers with whatever extras you	and baking soda
have	Wipe & disinfect cabinets knobs/handles &
Sort through reusable tote bags/plastic or paper	lightswitches/outlets
grocery bags	Touch up cabinet/shelf paint or stain
Donate any unused organizational solutions or it	ems Mineral oil your wood countertops
that are too small or too big	Dust/clean light fixtures
	Wipe down shelves
	Pull out fridge and clean underneath
	Pull out dishwasher and clean underneath
	Replace old sink sponges or brushes with new
	ones
	Move portable kitchen island and clean the
	floors
	Clean baseboards
	Replace lightbulbs/smoke detector batteries if
	needed
	Divide your food into categories when
	organizing (ex: cans, baking supplies, cereal
	pasta, etc)
	Replace step stool/ladder if needed
	Wash windows
	Clean inside of appliances

the living room family room

DECLUTTER		CLEAN	
	Remove anything that doesn't belong in this room		Wash throws and pillows
	and put it away		Dust furniture
	Minimize decor		Dust electronics
	Donate unused toys		Wash windows
	Donate unused books		Dust/clean light fixtures
	Donate unused or duplicate movies		Clean baseboards
	Donate unused cds/records/tapes		Move furniture to clean underneath
	Donate unused card/board games/puzzles/video		Clean couch/chair cushions
	games		Replace lightbulbs/smoke detector batteries if
	Donate or throw away unused magazines/catalogs		needed
	Sort/organize movies (vhs or dvd)		Vacuum/deep clean/sweep/mop floors
	Sort/organize books		Vacuum/deep clean/wipe down furniture
	Sort/organize card/board games/puzzles/viedo		Wash walls
	games		Wipe down shelves
	Sort/organize photos/scrapbooks/picture books		Dust decorative items
	Throw away or replace any broken items (books,		Wipe & disinfect cabinets knobs/handles
	toys, curtains, blinds, decor, etc)		Wipe & disinfect lightswitches/outlets
	Throw away any missing piece games (cards/board		Wipe & disinfect door handles/knobs
	games/puzzles)		Deep clean/vacuum rugs
	Donate any pillows & throws that you don't use (only		Clean out fireplace
	keep what you love)		Restock fire logs
	Minimize fireplace mantle decor		Dust/wipe fireplace mantle
	Donate or throw away unused music sheets		Wash curtains/drapes
	Sort/organize/clear out drawers on coffee		Clean blinds/shutters
	table/end tables/built-ins		Touch up trim paint
	Sort/organize/clear out cabinets on coffee		Touch up wall paint
	table/end tables/built-ins		Clean /wipe down piano
	Sort through electronic accessories (chargers, cords,		Tune piano
	etc)		Water plants
	Create zones to help keep things organized (ex: kid		Update family pictures on shelves/walls
	toys, movies, reading, etc)		Replace batteries in remotes if needed
	, , , , , , , , , , , , , , , , , , , ,		Replace batteries in clocks if needed
			Clean mirrors
			Replace/refill candles, wax melts, pluggable
			fragrances if needed
$\overline{\Box}$			

the dining room

@THECHAPPELLRESIDENCE				
DECLUTTER	CLEAN			
Remove anything that doesn't belong in this room and put it away Minimize decor Sort/Organize/Clear out drawers on buffet/ cabinet/hutch Donate any unused tablecloths/runners Donate any unused napkins/placemats/chargers Donate any unused candles/candleholders Donate any unused napkin rings or paper napkins Change out any old wall art with new if needed	Dust furniture Wipe down dining table Wipe down dining chairs (arms, legs, seat, etc) Wash windows Dust/clean light fixtures Clean baseboards Move furniture to clean underneath Clean chair cushions Replace lightbulbs/smoke detector batteries if needed Vacuum/sweep/mop floors Vacuum/deep clean/wipe down furniture Wash walls Wipe down shelves Dust decorative items Wipe & disinfect cabinets knobs/handles Wipe & disinfect lightswitches/outlets Wipe & disinfect door handles/knobs Deep clean/vacuum rug Wash curtains/drapes Clean blinds/shutters Touch up trim paint Touch up wall paint Water plants Clean mirrors Replace felt pads under chairs/benches if needed			

the master / guest bedroom

CLEAN

DECLUTTER

Donate or throw away unused magazines/catalogs Wash sheets/comforter/duvet/quilts/pillow Sort/Organize/Clear out drawers on nightstands covers Sort/Organize/Clear out drawers on built-ins Make bed Minimize decor Dust furniture Donate any pillows & throws that you don't use (only Wash windows keep what you love) Dust/clean light fixtures Minimize fireplace mantle decor Clean baseboards Sort through electronic accessories (chargers, cords, Move furniture to clean underneath Dust electronics etc) Replace lightbulbs/smoke detector batteries if Donate any unused linens (curtains, sheets, blankets, throws, pillows, etc.) needed Sort/Organize/Clear out under bed Vacuum/deep clean/sweep/mop floors Vacuum/deep clean/wipe down furniture Wash walls Wipe down shelves Dust decorative items Wipe & disinfect cabinets knobs/handles Wipe & disinfect lightswitches/outlets Wipe & disinfect door handles/knobs Deep clean/vacuum rug Wash curtains/drapes Clean blinds/shutters Touch up trim paint Touch up wall paint Clean mirrors Flip/rotate mattress Clean out fireplace Restock fire logs Dust/wipe fireplace mantle Replace batteries in clocks if needed Dust artificial plants or water real plants

the master / quest closet

CLEAN

Donate or throw way any unused		Dust furniture
shoes/boots/sandals/heels		Wash windows
Donate or throw away any unused hats		Dust/clean light fixtures
Donate or throw away any unused jewelry		Clean baseboards
Donate or throw away any unused		Move furniture to clean underneath
bags/purses/backpacks/wallets		Replace lightbulbs/smoke detector batteries if
Donate or throw away any unused jeans		needed
Throw away any underwear/bras/socks/tights that		Vacuum/deep clean/sweep/mop floors
have holes in them or don't fit		Wash walls
Donate or throw away any unused shirts		Wipe down shelves
Donate or throw away any unused pants/shorts		Wipe & disinfect cabinets knobs/handles
Donate or throw away any unused dresses/skirts		Wipe & disinfect lightswitches/outlets
Donate or throw away any unused jumpers/rompers		Wipe & disinfect door handles/knobs
Donate or throw away any unused suits/blazers		Deep clean/vacuum rug
Donate or throw away any unused swimwear		Clean blinds/shutters
Donate or throw away any unused pajamas		Touch up trim paint
Donate or throw away any unused activewear		Touch up wall paint
Donate or throw away any unused		Clean mirrors
coats/jackets/sweaters/hoodies		Hang or fold clean clothes
Throw away worn out work clothes		Wash dirty laundry
Donate or throw away any unused snow clothes		, ,
Donate or throw away any unused formal dress		
wear		
Donate or throw away wedding gown if desired		
Donate or throw away any unused		
neckties/bowties/bolo ties		
Donate or throw away any unused scarves/shawls		
Donate or throw away any unused belts/belt buckles		
Donate or throw away any unused sunglasses		
Throw away any unused lingerie		
Donate or throw away any unused sport/athletic		
 wear		
Donate or throw away any unused costumes		
Donate any unused linens (sheets/blankets)		
Donate any broken or unused duffle bags/luggage		
Throw away any broken hangers/organizers		
Sort and organize clothes (color coordinate)		
Create zones to help keep things organized (ex:		
activewear, pants, shirts, etc)		
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the master / guest bathroom

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DECLUTTER		С	CLEAN	
Donate o	any unused linens (towels, curtains, robes,		Clean & disinfect bathtub	
	ath mats, etc)		Clean & disinfect sink	
Clean ou	t under the sink		Unclog sinks/toilets/tubs/showers if needed	
Throw av	way any unused makeup		Clean shower heads	
Throw av	way toothbrushs and replace with new		Clean & disinfect toilet/bidet	
Throw as	way any unused or broken combs/brushes		Clean & scrub shower walls	
	or throw away broken/unused hair		Replace shower curtain/liner if needed	
	ies or electric tools		Replace razors	
Throw av	way any unused/dried out/empty nail		Wash windows	
polish bo	ottles		Wipe down cabinets	
Donate o	or throw away unused manicure/pedicure		Organize cabinets	
supplies	,		Organize drawers	
Throw av	way any expired makeup items		Organize makeup vanity	
	way any expired skincare items		Dust/clean light fixtures	
	way any expired lotions/sunscreen		Clean baseboards	
	way any expired medications		Replace lightbulbs/smoke detector batteries if	
	way any old or unused feminine		needed	
products,	/toiletries		Vacuum/deep clean/sweep/mop floors	
Throw av	way empty or almost empty containers		Wash walls	
	or throw away sample/travel-sized products		Wipe down shelves	
Donate of	or throw away any unused		Wipe & disinfect cabinets knobs/handles	
colognes	/perfume		Wipe & disinfect lightswitches/outlets	
			Wipe & disinfect door handles/knobs	
			Deep clean/vacuum rug	
			Clean blinds/shutters	
			Touch up trim paint	
			Touch up wall paint	
			Clean mirrors	
			Hang or fold clean towels	
			Wash dirty laundry	
			Clear countertops	
			Replace shampoo/conditioner/soaps	
			Replace loofah/sponges/shower brushes	
			Wash bath mats/rugs	
			Empty trash	
			Wash trash can	
			Dust decorative items	
			Clean or dust furniture	
			Clean and wash shower glass door	

the powder / half bathroom
@THECHAPPELLRESIDENCE

DECLUTTER	CLEAN
Donate any unused linens (towels, bath mats, etc) Clean out under the sink Throw away empty cleaning supply containers/bottles Minimize decor	Clean & disinfect sink Unclog sinks/toilets if needed Clean & disinfect toilet/bidet Wash windows Wipe down cabinets Organize cabinets Organize drawers Organize vanity Dust/clean light fixtures Clean baseboards Replace lightbulbs/smoke detector batteries if needed Vacuum/deep clean/sweep/mop floors
	Wash walls Wipe down shelves Wipe & disinfect cabinets knobs/handles Wipe & disinfect lightswitches/outlets Wipe & disinfect door handles/knobs Deep clean/vacuum rug Clean blinds/shutters Touch up trim paint Touch up wall paint Clean mirrors Clean & clear countertops Replace soaps if needed Wash bath mats/rugs Empty trash Wash trash can Dust decorative items

the laundry / mudroom
@THECHAPPELLRESIDENCE

DECLUTTER		С	CLEAN		
Throw away emp	oty detergent/softener container		Clean & disinfect sink		
Clean out under			Change out air filters		
Throw away emp	oty cleaning supply		Replace dryer balls if needed		
containers/bottle			Wipe down countertops		
Throw away old	sponges or rags		Wash windows		
Cash out loose cl	nange		Wipe down cabinets		
Donate or throw	away any broken or unused		Organize cabinets		
laundry hampers,	/basket		Organize drawers		
Throw away any	socks without a match		Deep clean washer with 2 cups vinegar and		
Throw away any	broken clothes hangers/clothes		hot water		
pins			Empty dryer's lint trap		
Donate or throw	away unused extension cords or		Clean or wipe down washer and dryer		
random electroni	c cords		Dust/clean light fixtures		
Throw away 50%	6 of your paper/plastic shopping		Clean baseboards		
bags			Replace lightbulbs/smoke detector batteries if		
Donate or throw	away any unused coats/jackets		needed		
Donate or throw	away any unused		Vacuum/deep clean/sweep/mop floors		
hats/gloves/scar	ves		Wash walls		
Donate or throw	away any unused athletic gear		Wipe down shelves		
Donate or throw	away any unused book		Wipe & disinfect cabinets knobs/handles		
bags/purses/brie	efcases/backpacks		Wipe & disinfect lightswitches/outlets		
Donate or throw	away any unused shoes		Wipe & disinfect door handles/knobs		
Donate or throw	away any unused pet toys or		Deep clean/vacuum rug		
accessories			Clean blinds/shutters		
Throw away any	broken umbrellas		Touch up trim paint		
Sort through keys			Touch up wall paint		
Sort through clea	ning supplies		Clean & clear countertops		
			Replace soaps if needed		
			Fold any clean laundry		
			Wash any dirty laundry		
			Empty trash		
			Wash trash can		
			Clean underneath washer and dryer		

the entryway foyer

WITHECHAFFELLI	RESIDENCE
DECLUTTER	CLEAN
Donate or throw away any unused shoes Throw away any junk mail Remove anything that doesn't belong in this room and put it away Minimize decor Refresh decor if needed Donate or throw away any unused coats/jackets Donate or throw away any unused hats/gloves/scarves Donate or throw away any unused athletic gear Donate or throw away any unused book bags/purses/briefcases/backpacks Throw away any broken umbrellas	Wipe or wash entry door and glass Wash windows Wipe down cabinets Organize cabinets Organize drawers Dust/clean light fixtures Clean baseboards Replace lightbulbs/smoke detector batteries i needed Vacuum/deep clean/sweep/mop floors Wash walls Wipe down shelves Wipe & disinfect cabinets knobs/handles Wipe & disinfect lightswitches/outlets Wipe & disinfect door handles/knobs Deep clean/vacuum rug Clean blinds/shutters Touch up trim paint Touch up wall paint Clean mirrors Dust pictures Dust wall decor

The office / library

DECLUTTER		\mathbf{C}^{1}	CLEAN	
	Donate or throw away old magazines/catalogs		Wipe down desk	
	Throw away or shred junk, old mail and old		Wash windows	
	coupons		Wipe down cabinets	
	Throw away any old papers, post it notes, lists that		Organize cabinets	
	are no longer needed		Organize drawers	
	Donate or throw away unused extension cords or		Dust/clean light fixtures	
	random electronic cords		Clean baseboards	
	Throw away any pencil/pens/markers that don't work		Replace lightbulbs/smoke detector batteries i needed	
	Donate or throw any unused or old books		Vacuum/deep clean/sweep/mop floors	
	Check emails		Wash walls	
	Pay any unpaid bills		Wipe down shelves	
	Throw away any broken office supplies		Wipe & disinfect cabinets knobs/handles	
	Recycle or throw away any ink or toner cartridges		Wipe & disinfect lightswitches/outlets	
	Recycle or throw away any old cell or home phones		Wipe & disinfect door handles/knobs	
	File any paperwork		Deep clean/vacuum rug	
	Donate any duplicate office supplies		Clean blinds/shutters	
	Update calendar/planner/address book if needed		Touch up trim paint	
	Minimize decor		Touch up wall paint	
	Organize drawers and cabinets		Empty trash	
	Organize books in categories, genres or colors			

the stailcase / hallway

@THECHAPPELL	LRESIDENCE
DECLUTTER	CLEAN
Remove anything that doesn't belong in this room and put it away Minimize decor Refresh decor if needed Donate or move any furniture that serves no purpose Donate any unused or old items Update any family pictures	Wipe/Vacuum and clean stair threads, risers, balusters, posts and railing Polish wood on stairs Clean grout on tile on stairs Wash windows Deep clean carpet on stairs Dust/clean light fixtures Clean baseboards/skirt boards Replace lightbulbs/smoke detector batteries if needed Vacuum/deep clean/sweep/mop floors Wash walls Wipe down shelves Wipe & disinfect lightswitches/outlets Wipe & disinfect door handles/knobs Clean blinds/shutters Touch up trim paint Touch up wall paint Dust wall art Replace air filters if needed

the kids / nulsely / toy loom

@THECHAPPELLRESIDENCE				
DECLUTTER			CLEAN	
	Donate or throw away any unused clothing or grown out clothing Donate or throw away any unused baby supplies or grown out of Minimize decor Refresh decor if needed Donate or throw away any unused shoes Throw away any missing socks Sort through children's books Sort through toy area Donate or throw away any unused toys Throw away any broken or missing piece toys Sort through children's puzzles and games Throw away expired baby/children's medicines Donate or throw away any unused blankets/sheets		Fold and put away any clean laundry Wash windows Deep clean carpet on stairs Dust/clean light fixtures Clean baseboards/skirt boards Replace lightbulbs/smoke detector batteries needed Vacuum/deep clean/sweep/mop floors Wash walls Wipe down shelves Wipe & disinfect lightswitches/outlets Wipe & disinfect door handles/knobs Clean blinds/shutters Touch up trim paint Touch up wall paint Dust wall art Organize clothing sizes into bins if keeping for additional children Disinfect the toys Wash blankets/bedding/sheets Dust any furniture	

the basement / affic / storage room

DECLUTTER	CLEAN		
Remove anything that doesn't belong in this room and put it away Donate or throw away any unused clothing Donate or throw away any unused furniture Donate or throw away any unused shoes Donate or throw away any unused linens Donate or throw away any unused seasonal decor Donate or throw away any unused everyday decor Sort through photos Donate or throw away any unused cleaning supplies Donate or throw away any unused artificial trees/plants Donate or throw away any unused Christmas lights Throw away any expired food Donate or throw away any unused workout equipment	Wipe/Vacuum and clean stair threads, risers balusters, posts and railing Polish wood on stairs Clean grout on tile on stairs Wash windows Deep clean carpet on stairs Dust/clean light fixtures Clean baseboards/skirt boards Replace lightbulbs/smoke detector batteries it needed Vacuum/deep clean/sweep/mop floors Wash walls Wipe down shelves Wipe & disinfect lightswitches/outlets Wipe & disinfect door handles/knobs Clean blinds/shutters Touch up trim paint Touch up wall paint Replace air filters if needed Organize items into bins and label (Christmas, Snow Clothes, Halloween, etc.)		
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CLEANING CHECKLIST
the home gym / workout room

Remove anything that doesn't belong in this room and put it away Donate or throw away any unused workout equipment Throw away any broken workout equipment Donate or throw away any unused workout programs or videos	Clean mirrors Dust/clean light fixtures Clean baseboards/skirt boards Replace lightbulbs/smoke detector batteries if needed Vacuum/deep clean/sweep/mop floors Wash walls Wipe & disinfect lightswitches/outlets
	Wipe & disinfect door handles/knobs Wipe & disinfect workout equipment Wipe & disinfect yoga mat Wash any dirty towels Touch up trim paint Touch up wall paint

the home theater room

DECLUTTER	CLEAN
Remove anything that doesn't belong in and put it away Donate or throw away any unused vhs/ Throw away any remotes that don't belong in any properties of the don't belong in a control of the doesn't belong in any properties of the doesn't belong	Clean baseboards/skirt boards Replace lightbulbs/smoke detector batteries needed Vacuum/deep clean/sweep/mop floors Wash walls Wipe & disinfect lightswitches/outlets Wipe & disinfect door handles/knobs
	Touch up trim paint Touch up wall paint Wipe or clean tv screen or projector screen

the garage

@THECHAPPELLRESIDENCE

CLEAN

DECLUTTER

	Donate or throw away any unused cardboard boxes		Dust/clean light fixtures
	Throw away any broken or rusted items		Replace lightbulbs if needed
	Throw away any dried out or old paint cans		Wipe & disinfect lightswitches/outlets
	Throw away any used or dried out paint supplies		Wipe & disinfect door handles/knobs
	Donate or throw away any unused sports equipment		Wash car(s)
	Donate or throw away any unused outdoor		Clean inside of car(s)
	• • •		* *
	toys/games		Paint unfinished garage walls
	Donate or throw away any unused or broken		Create stations for organizing (ex: holiday
	garden tools		decoration, gardening, wood, etc)
Щ	Donate or throw away any unused or broken tools		Epoxy floors if desired
	Throw away any trash		Clean out any extra fridges/freezers
	Throw away old or expired chemicals/fertilizers		Clean up any dust/dirt/wood chips/sawdust
	Donate or throw away any unused or broken		
	holiday decorations		
	Donate or throw away any unused or broken		
	bicycles		
	Throw away any old or cracked planters/pots		
	Donate or throw away any unused wood or wood		
	scraps	\Box	
	Dispose toxic waste and electronics	一	
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CLEANING CHECKLIST
the utility / mechanical room

DECLUTTER		C	CLEAN	
	Remove anything that doesn't belong in this room and put it away Donate or throw away any unused items		Dust/clean light fixtures Clean baseboards/skirt boards Replace lightbulbs/smoke detector batteries if needed Wipe & disinfect lightswitches/outlets Wipe & disinfect door handles/knobs Check and update/service equipment if needed	