

Speed Cleaning Checklist

GENERAL GUIDELINES

- Start at one end of the house.
- Use a large laundry basket to collect items.
- On days that you sweep, mop, or vacuum, save it to the end.
- Keep daily shower cleaner in bath or shower and spray down after each use.

Speed Cleaning Routine

BEDROOMS, 5 MINUTES EACH:

- ☐ Make bed.
- ☐ Quickly pick up any clothes, toys, or dishes that are lying around.
- ☐ Use duster to quickly dust surfaces.

BATHROOMS, 5 MINUTES EACH:

- ☐ Squirt toilet bowl around the rim, let it sit.
- ☐ Use disinfectant wipes to wipe down sinks, countertop, and shower.
- ☐ Use toilet brush to scrub toilet.
- ☐ Use disinfectant wipes to wipe down toilet seat.

LIVING ROOM / DINING / HOME OFFICE AREAS 10-15 MINUTES:

- ☐ Quickly pick up shoes, dishes, toys, or other items & place in basket.
- ☐ Use duster to quickly dust surfaces.
- ☐ Use damp cloth to wipe down furniture, table, and dining chairs.
- ☐ Tidy desk area.

KITCHEN 5-10 MINUTES:

- ☐ Quickly pick up items that don't belong in kitchen and place in basket.
- ☐ Gather dirty dishes and put them next to sink.
- ☐ Quickly unload, then load dishwasher.
- ☐ Hand wash dishes, pots, and pans as needed.
- ☐ Spray counters with disinfectant spray.
- ☐ Wipe down stovetop.
- ☐ Dry and put away hand-washed dishes. Drain & Rinse sink.

FINISHING UP:

- ☐ Use dry mop to clean hard floors. Spot clean if necessary.
- ☐ Vacuum rugs & carpet.
- ☐ Clean glass surfaces & mirrors as needed with glass cleaner & lint-free rag.
- ☐ Put away items collected in basket.