

>daily<

- Sweep floors
- Straighten up and pick up clutter
- Wipe down kitchen counters
- Wipe down bathroom counters
- Wash and put away dishes
- Unload/Load dishwasher
- Laundry
- Sort mail
- Make beds
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>weekly<

- Dust
- Mop floors
- Vacuum
- Clean toilets
- Clean showers/tubs
- Wipe down mirrors
- Wipe down kitchen appliances
- Wash stove burners
- Clean microwave
- Wipe down sinks
- Wash sheets
- Pay Bills
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>monthly<

- Dust ceiling fans
- Dust baseboards
- Wipe down walls
- Clean windows
- Clean out fridge
- Wash or shake out rugs and mats
- Polish furniture
- Dust window blinds
- Wash window treatments
- Vacuum upholstered furniture
- Wipe down light switches and door handles
- Run clean cycle through washer and dishwasher
- Wash quilts and comforters
- Change air filter(s)
- Wipe down kitchen and bathroom cabinet fronts
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THE KOLB



CORNER