

Cleaning Checklists

Kitchen

Daily

- Sweep floors
- Wash dishes
- Put dishes away
- Wipe down counters
- Clean sink
- Clear and wipe table
- Empty rubbish bin

Weekly

- Dust
- Clean microwave
- Clean stove top
- Wipe down cabinets
- Wipe down appliances
- Vacuum Floors
- Mop floors

Monthly

- Clean inside of fridge
- Clean oven
- Wash rubbish bin
- Clean windows and tracks
- Dust cornices
- Dust ceiling fans
- Dust skirting boards

Living room

Daily

- Pick up clutter
- Sweep

Weekly

- Vacuum
- Dust
- Mop
- Sweep outside front door and patio.

Monthly

- Dust ceiling fans
- Dust cornices
- Dust skirting boards
- Clean windows/sliding doors and tracks

Bedroom

Daily

- Make beds
- Pick up clutter

Weekly

- Dust
- Vacuum floors
- Mop Floors

Monthly

- Dust ceiling fans
- Clean windows and tracks
- Dust cornices
- Dust skirting boards
- Clean wardrobe door tracks

Bathroom

Daily

- Wipe down counters
- Pick up clutter
- Wipe out sinks
- Spray shower with cleaner

Weekly

- Clean toilet inside and out
- Scrub showers/tubs
- Empty rubbish bin
- Sweep and mop floors
- Clean mirrors

Monthly

- Wipe down cabinets
- Dust cornices
- Dust skirting boards
- Clean exhaust fan
- Clean windows and tracks

Cleaning equipment checklist

General

- Broom
- Dust pan and brush
- Mop & bucket
- Microfiber cloths
- Scrubbing brush
- Spray bottle

Cleaning products

- Dishwashing liquid
- Window cleaner
- Toilet cleaner – can also be used to clean shower/tubs
- Disinfectant all-purpose cleaner – used to wipe benches and clean floors
- Vinegar
- Bicarbonate soda
- Tea tree oil
- Oil of cloves

Homemade cleaning product recipes

All-purpose Cleaner	Put equal parts white vinegar & water in a spray bottle. Add a few drops of lemon oil/juice to make it smell nice.
Drain cleaner	Pour half a cup of baking soda down the drain, followed by half a cup of vinegar. Let fizz, then flush with hot water
Shower Cleaner	Fill a spray bottle with 3 parts water, 1-part vinegar and add 5-10 drops tea tree oil. Keep in your shower, shake it up and spray down walls and curtains after each shower. Replace every other week.
Toilet cleaner	Mix ¼ cup baking soda with 1cup vinegar and pour the mixture in the toilet basin. Let sit for a few minutes, then scrub and flush.
Window tracks	Sprinkle tracks with baking soda, spray with vinegar till it bubbles slightly. Scrub with a toothbrush and wipe out with paper towel.
Soap Scum Cleaner	¾ cup vinegar + ¾ cup dishwashing liquid – spray on shower and bath and scrub to remove soap scum
Mould	<p>Straight Vinegar – spray scrub and let dry</p> <p>Oil of Cloves – add 1 teaspoon of clove oil to 2 cups water into a spray bottle. Spray affected areas, and leave overnight. Wipe clean with microfiber cloths</p> <p>Tea Tree Oil – 2 teaspoons of tea tree oil in 2 cups of water in a spray bottle. Spray over affected areas, scrub to remove mould.</p>