

Cleaning CHECKLIST

DAILY **WEEKLY**

- ▶ Make the bed
- ▶ Air the bed and bedroom
- ▶ Sorting all items in the apartment/room
- ▶ Kitchen: Do the dishes and wipe the counters
- ▶ Clean all waste and stains

- ▶ Vacuum floors and carpets
- ▶ Wipe the dust
- ▶ Wash toilet and change the hand towels
- ▶ Take the trash to waste bins
- ▶ Do the laundry

MONTHLY **1-2 TIMES A YEAR**

- ▶ Tamp the carpets
- ▶ Clean/wipe the floors
- ▶ Change bed linen
- ▶ Clean the bathroom and floor drains
- ▶ Empty lint filter from the laundry machine
- ▶ Wash cooker hood filter

- ▶ Arrange the cabinets
- ▶ Wash the windows
- ▶ Clean the sauna
- ▶ Wash curtains and carpets
- ▶ Dust roofs, radiators etc.

Apartment: Month:

Week				
Cleaning the kitchen				
Vacuuming common areas				
Cleaning the floors of common areas				
Wiping dust from common areas				
Cleaning the toilet				
Garbage disposal				