Kept Shiny

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Cleaning Checklist

This checklist covers 30 tasks across 5 zones, about 4 h 29 min total. Start in the Kitchen, the longest zone at 1 h 3 min, clearing and wiping counters first.

Kitchen — 1 h 3

- [ ] **Clear and wipe counters** — 10 min
  Remove items, spray with an all-purpose cleaner or diluted dish soap, and wipe with a microfiber cloth.
  > Use a pH-neutral cleaner on granite or marble counters, since vinegar or lemon juice can etch natural stone.
- [ ] **Clean stovetop and burners** — 15 min
  Soak removable grates in hot soapy water while wiping the surface with dish soap and a damp cloth.
- [ ] **Degrease inside microwave** — 8 min
  Heat a bowl of water with a splash of vinegar for 3 minutes, then wipe loosened grime away with a cloth.
- [ ] **Wipe down appliance exteriors** — 10 min
  Clean the fridge, dishwasher, and oven fronts with a damp microfiber cloth and dish soap.
- [ ] **Disinfect sink and faucet** — 8 min
  Scrub the basin with dish soap, then rinse and wipe the faucet with a vinegar-dampened cloth for limescale.
- [ ] **Sweep and mop floor** — 12 min
  Sweep up crumbs first, then mop with warm water and a floor cleaner suited to your flooring type.

Bathroom — 57 min

- [ ] **Scrub toilet bowl and exterior** — 8 min
  Apply toilet cleaner inside the bowl, scrub with a brush, then wipe the exterior with a disinfecting wipe.
- [ ] **Clean shower and tub** — 15 min
  Spray with a bathroom cleaner, let sit 5 minutes, then scrub tile and tub surfaces with a brush or sponge.
- [ ] **Treat mold on grout** — 15 min
  Mix oxygen bleach with water per package directions and apply to grout lines, then scrub with an old toothbrush.
  > Only dilute bleach in plain water, never combine it with other cleaning products, and ventilate the room.
- [ ] **Polish mirror and glass** — 5 min
  Spray glass cleaner or diluted vinegar and wipe with a dry microfiber cloth for a streak-free finish.
- [ ] **Wipe sink and counter** — 6 min
  Clean the basin and counter with dish soap, rinsing well, and use a pH-neutral cleaner if the counter is natural stone.
- [ ] **Mop bathroom floor** — 8 min
  Sweep up hair and dust, then mop with a disinfecting floor cleaner diluted in warm water.

Living areas

59 min

- [ ] **Dust shelves and surfaces** — 12 min
  Use a dry microfiber cloth to dust from top shelves down to lower furniture.
- [ ] **Clean TV and computer screens** — 5 min
  Wipe with a dry microfiber cloth, using it slightly damp only if smudges remain.
  > Avoid spraying liquid directly on screens, as it can seep in and damage the display.
- [ ] **Vacuum upholstery and cushions** — 10 min
  Use the upholstery attachment to remove dust and crumbs from couches and chair seats.
- [ ] **Wipe down light switches and doorknobs** — 5 min
  Disinfect these high-touch spots with a disinfecting wipe or a cloth dampened with diluted dish soap.
- [ ] **Vacuum carpets and rugs** — 15 min
  Go over carpeted areas slowly, making two passes over high-traffic spots.
- [ ] **Mop hard floors** — 12 min
  Sweep first, then mop with a cleaner suited to the flooring, letting it air dry.

Bedrooms

51 min

- [ ] **Declutter and make beds** — 8 min
  Put away loose items and straighten sheets, blankets, and pillows.
- [ ] **Dust furniture and frames** — 10 min
  Wipe dressers, nightstands, and picture frames with a dry microfiber cloth.
- [ ] **Wash bedding** — 5 min
  Strip sheets and pillowcases and wash them in warm water following the fabric care label.
- [ ] **Vacuum mattress** — 8 min
  Use the upholstery attachment to remove dust and debris from the mattress surface.
- [ ] **Clean windows and sills** — 10 min
  Wipe sills with a damp cloth and dish soap, then clean glass with a vinegar solution.
- [ ] **Vacuum floor or carpet** — 10 min
  Vacuum the entire floor, moving furniture slightly to reach hidden dust.

Entryway and utility areas

39 min

- [ ] **Sort mail and clutter** — 8 min
  Remove items that do not belong and place them in their proper rooms.
- [ ] **Wipe down entry table and switches** — 6 min
  Clean surfaces with a damp cloth and dish soap, paying attention to frequently touched spots.
- [ ] **Clean laundry machine exteriors** — 6 min
  Wipe the washer and dryer surfaces with a damp microfiber cloth and mild cleaner.
- [ ] **Check and clean dryer lint trap** — 4 min
  Remove lint by hand after every load and wipe the trap with a damp cloth monthly.
  > Built-up lint is a fire hazard, so never skip this step.
- [ ] **Flush PVC pipes if slow draining** — 5 min
  Run hot tap water through the drain for a minute to help clear minor buildup.
  > Avoid boiling water on PVC pipes, as it can warp or damage the plastic.
- [ ] **Sweep and mop entry floor** — 10 min
  Sweep away tracked-in dirt, then mop with a floor cleaner suited to the surface.