Kept Shiny

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Zone Cleaning Schedule

23 weekly tasks run Monday through Sunday alongside 8 daily tasks, 31 tasks total, each day taking 20 minutes and daily tasks adding 10 minutes a day. Start with Wipe kitchen counters and stovetop before anything else.

Every day — 10 min

- [ ] **Wipe kitchen counters and stovetop** · Kitchen — 2 min
- [ ] **Load and run dishwasher or wash dishes** · Kitchen — 2 min
- [ ] **Wipe down bathroom sink** · Bathroom — 1 min
- [ ] **Make beds** · Bedroom — 1 min
- [ ] **Sweep high-traffic entry area** · Entryway — 1 min
- [ ] **Take out kitchen trash if full** · Kitchen — 1 min
- [ ] **Tidy living room surfaces** · Living room — 1 min
- [ ] **Check and wipe stovetop spills** · Kitchen — 1 min

Monday — 20 min

- [ ] **Scrub kitchen sink with dish soap** · Kitchen — 5 min
- [ ] **Wipe refrigerator exterior and handles** · Kitchen — 4 min
- [ ] **Clean stovetop and burner grates** · Kitchen — 6 min
- [ ] **Wipe cabinet fronts with damp cloth** · Kitchen — 5 min

Tuesday — 20 min

- [ ] **Scrub toilet bowl and exterior** · Bathroom — 6 min
- [ ] **Clean mirror with vinegar solution** · Bathroom — 4 min
- [ ] **Wipe shower walls and glass door** · Bathroom — 6 min
- [ ] **Disinfect bathroom countertops** · Bathroom — 4 min

Wednesday — 20 min

- [ ] **Dust dressers and nightstands** · Bedroom — 6 min
- [ ] **Change and wash bed linens** · Bedroom — 8 min
- [ ] **Vacuum bedroom floors and under bed** · Bedroom — 6 min

Thursday — 20 min

- [ ] **Dust living room shelves and furniture** · Living room — 7 min
- [ ] **Vacuum sofa and cushions** · Living room — 7 min
- [ ] **Wipe TV screen with dry microfiber cloth** · Living room — 3 min
- [ ] **Clean glass coffee table with vinegar solution** · Living room — 3 min

Friday — 20 min

- [ ] **Vacuum all carpeted floors** · Whole house — 10 min
- [ ] **Mop hard floors with pH-neutral cleaner** · Whole house — 10 min

Saturday — 20 min

- [ ] **Wipe baseboards in main hallway** · Hallway — 6 min
- [ ] **Clean windows with vinegar solution** · Whole house — 8 min
- [ ] **Organize entryway shoes and coats** · Entryway — 6 min

Sunday — 20 min

- [ ] **Empty all wastebaskets and replace liners** · Whole house — 6 min
- [ ] **Wipe light switches and door handles** · Whole house — 6 min
- [ ] **Plan next week's grocery and supply list** · Kitchen — 8 min