

# *Monthly – Zones*

## **Zone 1: Entrance/Dining Room**

### Entrance

- clean cobwebs
- clean windows
- clean windowsills and door
- clean switch plates and walls
- dust furniture and light fixtures
- dust baseboards
- straighten coat closet
- sweep and scrub floor
- sweep and straighten front porch

### Dining Room

- clean cobwebs
- clean and polish chairs and table
- dust baseboards
- move furniture and vacuum
- dust furniture and pictures
- clean switch plates and walls

## **Zone 2: Kitchen**

- clean and empty refrigerator
- clean microwave
- clean stove and oven
- wash canisters and knick knacks
- straighten drawers and cabinets
- clean walls, doors and switch plates
- clean fan/vent, hood and filters
- clean cabinet and drawer fronts
- clean lights
- clean under sink
- clean trashcan and pantry
- sweep and mop floors
- clean windows
- clean table
- clean coffeemaker

## **Zone 3: Bathroom and Boys' Room/Playroom**

### Bathroom

- wash rugs
- clean window and blinds
- sweep and mop floors, clean baseboards
- clean cobwebs
- straighten cabinets/drawers and clean off fronts
- clean tub and curtain
- clean toilet, sink, counter and mirror
- clean switch plate, walls, shelves, door and trashcan
- throw away empty bottles and unused product

### Boys' Room

- dust furniture and clean mirrors
- straighten drawers and closet
- clean cobwebs
- wash mattress pads and blankets
- flip mattresses
- dust blinds and clean window
- straighten shelves
- sort through clothes
- vacuum
- dust baseboards
- clean walls and switch plate

### Playroom

- put away toys
- dust shelving and clean table
- vacuum
- clean cobwebs

## Zone 4: Master Bedroom and Hall

### Master Bedroom

- polish furniture
- clean cobwebs
- wash mattress pad and blankets
- flip mattress
- wash window and blinds
- straighten drawers
- vacuum
- straighten closet, organize shoes and clothes
- clean switch plates, walls and door

### Hall

- sweep hallway and stairs
- dust railings
- clean switch plates and walls
- clean doors
- organize linen closet
- clean cobwebs

### daily

- make beds
- dishes
- kitchen counters and sink
- swish and swipe bathrooms
- 15 minute of decluttering
- hot spot fire drills
- pick up living room, dining room, kitchen and bedrooms
- file paperwork

## Zone 5: Living Rooms (Upstairs and Downstairs)

- clean cobwebs
- straighten bookcases
- wash knick knacks
- organize entertainment center
- clean walls and switch plates
- clean couch and chairs
- dust furniture
- dust lamps
- move furniture and vacuum

### miscellaneous

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### weekly home blessing

- sort magazines and newspapers
- change sheets
- empty all trash
- vacuum floors
- mop kitchen and bathrooms
- clean mirrors and doors
- dust furniture
- food inventory and menu plans/grocery shopping
- pay bills/budget