BUT FIRST, Coffee
BY KALLIE BRANCIFORTE

Cleaning List *By Time*

I love having a little list of cleaning tasks I can fit into a certain amount of time. Sometimes you find yourself with a free 10 or 25 minutes and this list can act as a quick guide.

Use the time you have and grab a quick task!

Cleaning List *By Time*

Bathroom

IF YOU'VE GOT 10 MINUTES...

- Wipe the counters
- Clean the toilet
- Wipe around the toilet base
- Clean the mirrors
- Empty the trash

IF YOU'VE GOT 30 MINUTES...

- Everything from the previous list plus:
- Empty shower and clean
- Dry dust and mop floors
- Clean the mirrors
- Wash the bathmat

IF YOU'VE GOT 60 MINUTES...

- Everything from the previous list plus:
- Deep clean shower floor
- Clean all faucet heads
- Dust the baseboards
- Clean window

Bedroom

IF YOU'VE GOT 10 MINUTES...

- Make the bed
- Tidy the nightstand
- Pick up any laundry

IF YOU'VE GOT 30 MINUTES...

- Everything from the previous list plus:
- Change the sheets
- Vacuum
- Dust surfaces

IF YOU'VE GOT 60 MINUTES...

- Everything from the previous list plus:
- Clean the windows
- Wipe down baseboards
- Organize closet/dresser drawers

Cleaning List *By Time*

Kitchen

IF YOU'VE GOT 10 MINUTES...

- Wipe the counters
- Wipe out sink
- Load or unload dishwasher

IF YOU'VE GOT 30 MINUTES...

- Everything from the previous list plus:
- Empty trash
- Sweep and mop
- Wipe down front of fridge, oven, dishwasher, microwave

IF YOU'VE GOT 60-90 MINUTES...

- Everything from the previous list plus:
- Clean out the fridge
- Organize freezer
- Dust the baseboards
- Clean window

Living Room

IF YOU'VE GOT 10 MINUTES...

- Tidy and wipe down all surfaces
- Dust frames and decor

IF YOU'VE GOT 30 MINUTES...

- Everything from the previous list plus:
- Vacuum and/or mop
- Clean windows

IF YOU'VE GOT 60 MINUTES...

- Everything from the previous list plus:
- Vacuum behind the sofa
- Launder throw pillows and blankets
- Wipe baseboards
- Vacuum between couch cushions

BUT FIRST, Coffee
BY KALLIE BRANCIFORTE

Cleaning List *By Day*

For some people, having cleaning tasks organized by day makes the most sense for their lifestyle. Below is an example of a daily cleaning list checklist. You can use the blank template provided if you prefer to set your own schedule.

Cleaning List *By Day*

MONDAY
BATHROOMS:

- Clean toilets
- Wipe down surfaces
- Wipe down shower
- Dry dust floors
- Wet mop floors
- Empty trash
- Clean mirrors
- Declutter any unused product

TUESDAY
BEDROOMS

- Tidy nightstand and tops of dresser
- Clear and wipe all surfaces
- Vacuum and mop
- Put away any laundry
- Clean sheets

EVERYDAY

- Load and unload dishwasher
- Wipe all kitchen counters
- Empty trash (if full)
- Wipe bathroom counter
- Laundry
- Quick sweep or vacuum of high traffic areas
- Empty recycling
- Tidy living room
- 10 minute pick-up before bed

WEDNESDAY
LIVING/DINING ROOMS

- Tidy coffee table and any other shelves
- Declutter dining room table
- Dust and wipe all surfaces
- Vacuum and mop

THURSDAY
KITCHEN

- Clean out fridge
- Deep clean sink
- Disinfect all surface
- Sweep and mop

FRIDAY

TGIF

You deserve a day off!

WEEKEND
PICK A PROJECT (PICK ONE OR TWO THINGS TO DO)

- Clean kitchen appliances
- Wipe baseboards
- Dust blinds
- Wipe down kitchen cabinets
- Whole house dust
- Vacuum under beds and sofas
- Clean out car
- Declutter 1 room
- Wash windows
- Organize garage
- Deep clean sofa

Cleaning List *By Day*

MONDAY

TUESDAY

EVERYDAY

WEDNESDAY

THURSDAY

FRIDAY

WEEKEND

BUT FIRST, Coffee
BY KALLIE BRANCIFORTE

BUT FIRST, Coffee
BY KALLIE BRANCIFORTE

Cleaning Checklist *Quick Guide*

Perfect to hang in a kitchen or office for quick reference. Use my pre-filled checklist, or use the blank one. Fill it out how makes sense for you!

Cleaning Checklist *Quick Guide*

DAILY

- Declutter kitchen counters
- Wipe all kitchen counters clean
- Tidy as many flat surfaces as you can
- Wash dishes
- 15 minute pre-bed pick-up
- Quick sweep/vacuum if you have pets or kids
- **Don't go to bed with a dirty kitchen sink!**

WEEKLY

- Quick fridge clean out
- Empty trash cans not in the kitchen
- Mop all floors in high traffic areas
- Wipe all bathroom surfaces
- Clean toilets
- Wipe down tub and shower
- Put away any lingering laundry
- Tidy flat surfaces in all bedrooms

MONTHLY

- Mop and vacuum floors in low traffic areas
- Wipe down baseboards
- Dust all surfaces and decor
- Wipe down cabinet and drawer fronts in kitchen
- Deep clean shower and any bathroom grout
- Clean and organize any areas that have accumulated clutter throughout the month
- Empty car of clutter and wipe down surfaces

SEASONALLY

- Deep clean your fridge
- Wipe clean kitchen drawers and cabinets
- Organize and declutter paper
- Clean all windows and sills
- Dust out of reach places like light fixtures
- Clean light fixtures and walls
- Dust window blinds
- Disinfect trash cans
- Clean the washer and dryer
- Clean the dishwasher
- Organize underneath kitchen and bathroom sink
- Launder throw pillows, rugs, and blankets
- Vacuum car

Cleaning Checklist *Quick Guide*

DAILY

WEEKLY

MONTHLY

SEASONALLY