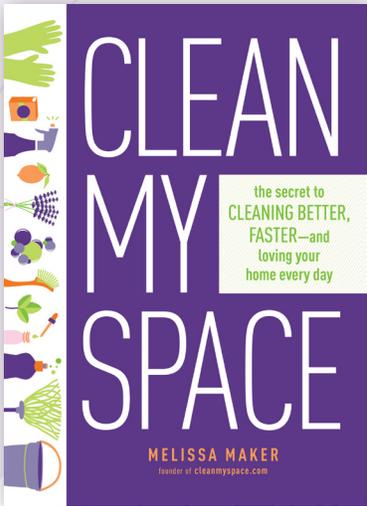


CLEAN MY SPACE

Spring Cleaning



CLEANMYSFACEBOOK.COM

Well hello! I'm so impressed—you actually downloaded an action plan for spring cleaning.

Spring cleaning is unlike the cleaning we do the rest of the year. In fact, many religions include spring cleaning as part of holidays or spiritual work. It is seen as vitally important to the home and the soul. The concept is to bid farewell to the old and welcome the fresh and new. That's why it's great to fling your windows open and catch a nice cross breeze to get the fresh air flowing in and the stuffy winter air flowing out. It's the perfect opportunity to get rid of anything that hasn't been used, is broken, or no longer meshes with your taste.

Spring cleaning is certainly a project, but your house will literally feel shiny and new afterward. You'll be asking yourself why you didn't do this sooner (happens to me every time). Our homes take such good care of us, and over the year they can fall out of order. We just let things go, or see past them. Spring cleaning is a way to give back to your space, to really make it shine. And there's no better time to do it than now.

Look, I know the phrase spring cleaning can be daunting. That's why I've come up with this checklist, designed to go through a house, room by room, and explain key spring cleaning tasks. You won't be going it alone, since I'll be walking you through it all. I find when things are broken down task-by-task it feels more manageable. I feel like I can actually do it. I am hoping the same is true for you!

Since I know a list this size can feel overwhelming (hey, I'll call a spade a spade here—it's a lot of work), I am breaking up the tasks over a ten-week period, so you can tackle them a few hours at a time over the weeks of spring. Your best predictor of actually accomplishing everything you want to is a well-laid plan. Let's do this!

Getting Started

Plan a week at a time and section off a reasonable amount of time each week to get the tasks done. For example, you may say to yourself, “Self, I will dedicate every Saturday morning between eight and eleven to spring cleaning, and then I shall reward myself with the most incredible stack of pancakes.” Whatever works. Just be diligent.

Skim each section and determine which tasks actually apply to your home. Certain tasks won't be required since the space does not exist or there is not enough use of a certain space to warrant cleaning it. Eliminate those immediately (you already get to cross stuff off!). At this time, feel free to add in any additional tasks that you want to tackle but don't see on the list. Highlighted items are those that I recommend you make part of your regular cleaning routine, so if you've done those recently, guess what? You get to leave them out.

Going solo? Create a “need to have” versus “nice to have” list and schedule accordingly. Don't bite off more than you can chew—be kind to yourself! Besides, if you stretch the work out by a few extra weeks, no one's going to know. Do what you can with what you have.

Families! With all household members present, create a task “draft” similar to what sports teams do to pick their players each year. Each person begins by selecting their most desired task, and the rounds continue until all chores are spoken for. List each person's name beside the task. Select days and set a schedule that works best to get the cleaning done. Consider:

- If working separately, delegate tasks and set deadlines, allowing each person to do the work on their own schedule by a set deadline. For example, all kitchen cleaning must be completed by end of week 3 in April, all bathroom cleaning must be completed by end of week 4, etc.
- If working together, pick a day or two and book it in as a cleaning day. Make it fun by creating a spring cleaning playlist with everyone's favorite songs, having a big breakfast that morning, and ordering in everyone's favorite takeout for dinner (the family will likely be too tired to go out afterward, and cooking? Not likely.).
- Commit to it! Make sure that everyone understands how important it is to stick to the schedule.
- The best way to motivate anyone, including yourself, is to create a reward for a job well done. Sweeten the pot with a weekend getaway, a new clothing item, or a special meal. Big or small, a way to reward the contributors for a job well done helps move the task along.

A Few Tips

Now that you are ready to go, I want to share a few of my tips and tricks that will help you be super-efficient in getting this work done. No one wants to spend a minute more on cleaning than they have to, and I've found that these seemingly tiny tweaks reduce cleaning time by leaps and bounds. You'll thank me later.

Go with gravity.

Always start from the top and work your way down. Dust and dirt fall down, so if you start at the top, you'll never have to re-clean a surface—a total time-waster.

Rock around the clock.

Divide each room into an imaginary clock. Twelve o'clock is always going to be your starting point—the doorway is a good one. Starting at 12, complete any task you are doing to the fullest extent in that hour of the room before moving on to the next hour.

Tool talk.

Have all of your tools and products at the ready. If your family is cleaning together, have multiples—it's much more efficient for siblings to have their own all-purpose cleaner rather than bickering over the one half-empty bottle.

Know before you go.

Hey, it's not always obvious how to clean a particular thing. Knowing how to do each task before attempting it makes for easier work. A few minutes of research will go a long way. Reading how-to articles, watching my videos, or consulting a brilliant new cleaning book that's out there, hint hint, will give you an overview of each task so that you know how to start and finish it.

Prepare yourself.

Get a glass of water, eat a snack, turn off your phone, and get your music queued. Don't allow distractions, or you'll find reasons to procrastinate.

Here's the Checklist!

WEEK 1: HALLWAYS/ENTRYWAYS	
CEILING AND CORNERS	
Remove cobwebs from ceiling and corners	
Dust and wash light fixtures and vents	
Change light bulbs where required	
CLOSET	
Remove all items on hanger racks, rods, and shelving; wipe clean and replace items	
Clean tracks of sliding doors, clean closet doors	
Clean and store seasonal items (hats, gloves, scarves, coats, gear and winter accessories)	
Change out seasonal closet items (i.e., shoes, coats, umbrellas)	
Remove all shoes, boxes, and baskets from front hall closet. Sort through items (keep, donate, discard).	
WALLS, WINDOWS, AND DOORS	
Wipe light-switch plates, doorknobs, and power outlets	
Wipe door, door frame, and door threshold	
Dust and clean hanging artwork	
Spot-clean walls as required to remove marks and fingerprints	
Wash and/or dust shades, curtains, blinds, drapes, and valences	
Wipe windowsills, tracks, and frames	
Clean and/or repair window screens and wash window panes	
FURNITURE AND ACCESSORIES	
Dust accessories and clean plants, etc.	
Clean furniture, as well as underneath and behind it	
Sort through junk drawers/pile/bowl (keep, donate, discard), clean the drawer/bowl, and replace all items neatly	
FLOOR	
Shake out and vacuum mats, runners, and rugs.	
Change out winter mat to spring/summer mat.	
Clean baseboards	
Clean closet floor	
Clean floors	
WEEK 2: FAMILY ROOM/REC ROOM/LIVING ROOM	
CEILING AND CORNERS	
Remove cobwebs	
Dust and wash light fixtures and vents	
Change light bulbs where required	
WALLS, WINDOWS, AND DOORS	
Wipe light-switch plates, doorknobs, and power outlets	
Wipe door, door frame, and door threshold	
Dust and clean hanging artwork	
Spot-clean walls as needed to remove marks and fingerprints	
Wash and/or dust shades, curtains, blinds, drapes, and valences	
Wipe windowsills, tracks, and frames	
Clean and/or repair window screens and wash window panes	
FURNITURE	
Clean underneath the furniture. If it is safe to do so, pull out the pieces to get at the dust bunnies underneath and behind. Place felt pads on furniture feet if possible to make future moves easier.	
Clean the piece of furniture; dust and polish the tops, side and legs of each piece.	
UPHOLSTERY AND SEATING	
Wash decorative pillows, throws, and other upholstered items (professionally or at home)	

Upholstered items: Beat cushions to remove dust and debris, clean underneath cushions, and vacuum or wipe all upholstery.	
Flip/rotate cushions where possible; launder slip covers	
ENTERTAINMENT AND MEDIA	
Sort through DVDs, CDs, video games, etc., and donate ones you no longer need	
Purge and store old newspapers, magazines, letters, and cards	
Dust thermostat	
Clean electronics well (TV, remote control, game controllers, game consoles, DVD players, wires, speakers, etc.)	
FLOOR	
Clean baseboards	
Steam-clean carpets or deodorize with baking soda	
Wash rugs (professionally or at home); clean area under rug	
Clean floors	
WEEK 3: OFFICE	
CEILING AND CORNERS	
Remove cobwebs	
Dust and wash light fixtures and vents	
Change light bulbs where required	
WALLS, WINDOWS, AND DOORS	
Wipe light-switch plates, doorknobs, and power outlets	
Wipe door, door frame, and door threshold	
Clean hanging wall art	
Spot-clean walls as needed to remove marks and fingerprints	
Wash and/or dust shades, curtains, blinds, drapes, and valences	
Wipe windowsills, tracks, and frames	
Clean and/or repair window screens and wash window panes	
FURNITURE	
Clean underneath the furniture. If safe to do so, pull out the piece to get at the dust bunnies underneath and behind. Place felt pads on furniture feet if possible to make future moves easier. Dust wires.	
Clean the furniture; dust and polish the tops, side and legs of each piece.	
Remove all items from desktop and drawers. Sort through items, dust surfaces, and wipe drawers. Replace items you are keeping and toss old items.	
Remove items from bookshelves and storage drawers. Dust storage furniture, sort through and toss old items, and replace accordingly.	
Vacuum office chair and wipe down armrests and base.	
Wipe clean garbage bin, recycling bin, and shredder bin	
ELECTRONICS AND COMPUTER EQUIPMENT	
Sort through CDs, boxes, old electronics, etc., and donate or discard ones you no longer need	
Clean electronics well (keyboard, monitor, mouse, phone, printer, laptop or CPU, wires, speakers, etc.)	
DESKTOP TASKS (REAL AND VIRTUAL)	
Shred old papers, file important ones	
Purge and store old newspapers, magazines, letters, and cards	
Reorganize your computer desktop (delete old documents or move things to organized online files)	

FLOOR	
Clean baseboards	
Steam-clean carpets and/or deodorize with baking soda	
Wash rugs (professionally or at home); clean area under rug	
Clean floors	
WEEK 4: DINING ROOM	
CEILING AND CORNERS	
Remove cobwebs from ceiling and corners	
Dust and wash light fixtures, sconces and vents	
Change light bulbs where required	
WALLS, WINDOWS, AND DOORS	
Wipe light-switch plates, doorknobs, and power outlets	
Wipe door, door frame, and door threshold; clean French doors	
Clean hanging wall art	
Spot-clean walls as required to remove marks and fingerprints	
Wash and/or dust shades, curtains, blinds, drapes, and valences	
Wipe windowsills, tracks, and frames	
Clean and/or repair window screens and wash window panes	
FURNITURE AND ACCESSORIES	
Clean underneath the furniture. If it is safe to do so, pull out the piece to get at the dust bunnies underneath and behind. Place felt pads on furniture feet if possible to make future moves easier.	
Clean the piece of furniture; dust and polish the tops, side, and legs of each piece.	
DECORATIVE AND OCCASIONAL ITEMS	
Remove items from curio cabinets, hutch, buffet. Dust and clean items, wipe shelves and glass, and replace items (remove anything you don't want to keep)	
Polish silver	
UPHOLSTERY AND SEATING	
Wash decorative pillows, throws, and other upholstered items (professionally or at home)	
Upholstered items: Beat cushions to remove dust and debris, clean underneath cushions, and clean underneath furniture if possible. Vacuum or wipe all upholstery and seats	
Flip/rotate cushions where possible; launder slip covers	
FLOOR	
Clean baseboards	
Steam-clean carpets and/or deodorize with baking soda	
Wash rugs (professionally or at home); clean area under rug	
Clean floors	
WEEK 5: BEDROOMS	
CEILING AND CORNERS	
Remove cobwebs from ceiling and corners	
Dust and wash light fixtures and vents	
Change light bulbs where required	

WALLS, WINDOWS, AND DOORS	
Wipe light-switch plates, doorknobs, and power outlets	
Wipe door, door frame, and door threshold; clean French doors (both sides)	
Clean hanging wall art	
Spot-clean walls as required to remove marks and fingerprints	
Wash and/or dust shades, curtains, blinds, drapes, and valences	
Wipe windowsills, tracks, and frames	
Clean and/or repair window screens and wash window panes	
BED	
Strip bed, wash linens	
Remove and wash mattress pad	
Deodorize and vacuum mattress (sprinkle baking soda on mattress, leave for 30 minutes, and vacuum up with motorized vacuum head or a specialty vacuum head attachment)	
Rotate mattress two turns clockwise.	
Dust and wipe bed frame and headboard	
Remove heavier winter bedding (i.e., duvets) and replace with lighter blankets. Wash and air out prior to storing, if necessary.	
Test and replace older pillows, wash pillows, wash pillow protective covers	
Remove items from under the bed, vacuum, replace necessary items	
FURNITURE AND ACCESSORIES	
Clean underneath the furniture. If safe to do so, pull out the pieces to get at the dust bunnies underneath and behind. Place felt pads on furniture feet if possible to make future moves easier.	
Clean each piece of furniture: remove items; dust and polish the tops, side and legs of each piece; sort through items and discard anything you don't need; replace the rest of the items neatly	
Dust accessories and clean plants, etc.	
Sort through junk drawers/pile/bowl (keep, donate, discard), clean the drawer/bowl, and replace all items neatly.	
ELECTRONICS AND COMPUTER EQUIPMENT	
Sort through CDs, boxes, old electronics, etc., and donate or discard ones you no longer need	
Clean electronics	
CLOSETS AND DRAWERS	
Working clockwise, go through each closet rack, shelf, and drawer. Remove unnecessary clothing (designate it to donate, throw away, or store).	
If the items are seasonal, store properly and set aside	
Sort through books, letters, papers etc. and purge or re-locate as required	
Bring out seasonal items and place in drawers and closets as required	
Replace each item that was removed in a tidy manner	
UPHOLSTERY AND SEATING	
Decorative pillows, throws, and other upholstered items to be washed (professionally or at home)	
Upholstered items: Beat cushions to remove dust and debris, clean underneath cushions, and clean underneath furniture if possible. Vacuum or wipe all upholstery and seats.	
Flip/rotate cushions where possible, launder slip covers	

FLOOR	
Clean baseboards	
Steam-clean carpets steam and/or deodorize with baking soda	
Wash rugs (professionally or at home); clean area under rug	
Clean floors	
WEEK 6: BATHROOM	
CEILING AND CORNERS	
Remove cobwebs from ceiling and corners	
Dust and wash light fixtures and vents	
Change light bulbs where required	
WALLS, WINDOWS, AND DOORS	
Wipe light-switch plates, doorknobs, and power outlets	
Wipe door, door frame, and door threshold	
Clean hanging wall art	
Clean towel bar and toilet paper holder	
Spot-clean walls as required to remove marks and fingerprints	
Wash and/or dust shades, curtains, blinds, drapes, and valences	
Wipe windowsills, tracks, and frames	
VANITY AND MEDICINE CABINET	
Clean makeup drawers/bags, get rid of old/expired cosmetics	
Wipe shelves and exterior of medicine cabinet	
Wipe clean bottles and toiletries, get rid of old and expired toiletries	
Check all medications, dispose of any expired ones (according to your town's rules)	
Clean and purge hair-care tools, brushes, and accessories	
Clean mirrors	
Brush around faucets to remove limescale build-up (use vinegar where necessary)	
Scrub and clean sink and wipe vanity	
Clean the drain	
TUB AND SHOWER	
Remove all items from the shower and/or tub including soap, shampoo, sponges, razors, and shower caddies	
Soak bath/shower items (loofah, etc.) in a solution of 1 part vinegar to 1 part water for 30 minutes, then rinse	
Clean caddies, tossing any products that are not needed anymore	
Scrub and clean tiles and grout	
Scrub and clean tub	
Soak shower head in white vinegar to remove limescale	
Inspect caulking and repair if necessary	
Brush around faucet to remove limescale build-up (use vinegar where necessary)	
Wash and/or replace shower curtain lining and shower mat	
Clean glass shower door, removing all soap scum (consider a squeegee)	
Replace all items back in the shower/tub neatly	

TOILET	
Clean entire toilet, including surrounding areas (thoroughly!)	
FLOOR	
Clean baseboards	
Wash bathroom rugs (cold water, regular detergent, gentle cycle, hang to dry or dry on fluff cycle)	
Clean floors	
WEEK 7: LAUNDRY ROOM/BASEMENT/COLD CELLAR/ OTHER STORAGE AREAS	
CEILING AND CORNERS	
Remove cobwebs from ceiling and corners	
Dust and wash light fixtures and vents	
Change light bulbs where required	
WALLS, WINDOWS, AND DOORS	
Wipe light-switch plates, doorknobs, and power outlets	
Wipe door, door frame, and door threshold	
Spot-clean walls as required to remove marks and fingerprints	
Wipe windowsills, tracks, and frames	
Vacuum or dust-mop walls in spaces that are excessively dusty	
Clean and/or repair window screens and wash window panes	
COUNTERTOP AND WASHBASIN	
Remove all items from countertop and work surfaces; discard any unnecessary items	
Scrub laundry basin	
Brush around faucets to remove limescale build-up (use vinegar where necessary)	
Clean the drain	
APPLIANCES	
Wipe exterior of washer and dryer; remove all items on top, discard unnecessary items, and replace other items neatly	
Vacuum out the lint trap as well as the slot for it; clean the dryer following manufacturer's instructions	
Run a "cleansing load" (vinegar and no clothing or washing machine cleaner tablet) to freshen up your washing machine, clean the washer following manufacturer's instructions	
DRAWERS AND STORAGE	
Go through shelving and remove items that you no longer need. Reorganize and tidy shelves with items you plan to keep.	
Wash inside cupboards (doors and shelves); remove clutter and replace all items	
FLOOR	
Clean baseboards	
Wash any rugs	
Clean area under rug	
Wash the floor well, removing any dust or built-up detergent	

WEEK 8: KITCHEN	
CEILING AND CORNERS	
Remove cobwebs from ceiling and corners	
Dust and wash light fixtures and vents	
Change light bulbs where required	
WALLS, WINDOWS, AND DOORS	
Wipe light-switch plates, door knobs, and power outlets	
Wipe door, door frame, and door threshold	
Clean hanging wall art	
Spot-clean walls as required to remove marks and fingerprints	
Wash and/or dust shades, curtains, blinds, drapes, and valences	
Wipe windowsills, tracks, and frames	
Clean and/or repair window screens and wash window panes	
APPLIANCES	
If possible, appliances should be moved and cleaned underneath and behind, cleaned, and then replaced. (This gives you access to the sides, back, and nooks where the appliances sit all year.) Vacuum exposed coils and vents.	
Clean inside fridge and freezer including shelves, drawers, and trays	
Clean outside fridge including doors, handles, and top	
Clean inside oven, remove racks and place on self-clean if possible, change light bulb if needed	
Clean stove (when cool) including coils, drip pans, grills, grates, glass cooktop, etc. Use self-clean function if available - follow manufacturer's instructions	
Clean overhead exhaust; replace or clean filter	
Clean inside dishwasher: remove baskets and clean drain and filter. Run a cleansing load through (empty, with a cup of white vinegar)	
Wipe the outside of the dishwasher including the panel and face, bottom and base	
COUNTERTOP AND SINK	
Clean countertop accessories (i.e. inside toaster, descale kettle, clean inside microwave, coffee maker, panini grill, etc). Remove anything you no longer use for donation.	
Remove all countertop items and clean counters and backsplash well.	
Replace and organize countertop items.	
Brush around faucets to remove limescale build up; remove build-up from faucet (use vinegar where necessary)	
Scrub and clean sink	
Clean the drain	
DRAWERS, PANTRY, AND CUPBOARDS	
Go through each shelf or cupboard one by one. Remove all items and determine which ones you no longer need or wish to donate. Check for expired food items.	
Wash inside each cupboard, drawer, and shelf, including the hinges, interior door and exterior door panel, sliding tracks, etc. as well as any hardware	

For the cupboard under the sink, as well as a special cupboard for garbage and recycling, scrub the interior with water and vinegar (and rinse) to assist in removing odors.	
Sort through junk drawers	
Clean and deodorize garbage and recycling containers	
FURNITURE	
Clean underneath the furniture. If it is safe to do so, pull out the piece to get at the dust bunnies underneath and behind. Place felt pads on furniture feet if possible to make future moves easier.	
Dust and polish the tops, side and legs of each piece	
UPHOLSTERY AND SEATING	
Vacuum or wipe all upholstery and seats	
Launder seat covers	
Wipe base of chairs	
FLOOR	
Wipe cupboard kickplates clean	
Clean baseboards	
Wash rugs (professionally or at home); clean area under rug	
Clean floors	
WEEK 9: GENERAL SPRING CLEANING TASKS	
TESTS AND REPLACEMENTS	
Test smoke alarm	
Test carbon monoxide alarm	
Check flashlight batteries	
Check fire extinguishers	
Check, change, and clean exterior lights	
Change air filters	
WEEK 10: OTHER CONSIDERATIONS	
Consider stripping, buffing, or waxing floors (depending on the type of floor you have)	
Consider having your outside windows professionally cleaned	
Have fireplace/chimney maintained	
Clean outdoor grill	
Bring out patio furniture and sweep porch and patio	
Clean gutters	

Conclusion

You did it! Summer is just on the horizon and now you feel amazing about your home. Time to meet the season with a sparkling house.