

Holiday Speed Cleaning

CHECKLIST

Before You Start

- Find an unused bin, laundry basket, or box to collect items
- Gather your supplies: duster, cloths, cleaning spray, window cleaner, toilet bowl cleaner, disinfecting wipes, vacuum, small garbage bag, kitchen soap and sponge
- Play music while you clean or if you prefer quiet, use a timer for motivation to stay on task

Pick Up First (5-7 minutes)

- Go around your rooms and quickly pick up items that don't belong and place them in your bin, basket, or box. Trash goes in the small garbage bag and place any dirty dishes in sink for later.
- Quickly tidy up any papers and bills, throwing out any junk mail.
- Stash your bin of misplaced items in a hidden area to go through later or when company leaves.
- Tidy and straighten any pillows and throw blankets on the couch, if any.

Surface Clean (5 minutes)

- Using a duster or dry cloth, wipe surfaces in high traffic areas (except bathroom & kitchen).
- Spray a cloth with cleaning spray. Wipe surfaces in high traffic areas (except bathroom & kitchen for later).
- Squirt toilet bowl cleaner around rim and let sit (to allow time for disinfecting to work).
- Spray a cloth with window cleaner and quickly wipe mirror in bathroom and others, if any.

Bathroom(s) (3-5 minutes)

- Wipe sinks and counters with disinfecting wipes.
- Quickly scrub toilet with brush, along with rim and seat.
- Wipe down toilet seat with disinfecting wipes.

Kitchen (5-7 minutes)

- Quickly unload dishwasher (if necessary) and then load with any leftover dishes.
- Hand wash any pots and pans, dry, put away.
- Use soapy water and sponge to wipe down kitchen counter and table, dry with cloth.
- Wipe down sink with cloth and stove top if necessary.

The Finale! (3-5 minutes)

- Take out trash from the washroom and kitchen if necessary, replacing with a new bag.
- Vacuum floors in any high traffic areas including the kitchen, bathroom(s) and any rugs.