

## "Cleaning Lists for the Entire Year"

Volume 4, 1/15/2010

This is Get Organized Month! A friend asked me recently, "How should I keep my house clean throughout the year? I would like to remember all the different tasks." So, I thought to myself, "This would make a great newsletter!" After doing some research, I came to the conclusion, there are 5 different types of cleaning checklists you should have for the entire year: Daily, Weekly, Monthly, Spring and Fall/End of Season.

Here are some tasks to be included in your different cleaning checklists:

Your 'Daily Cleaning' checklist should involve the entire family. Each person is responsible for their own items. This includes putting away shoes, making beds, placing dirty clothes in the hamper, washing dishes, and sorting mail/recycling junk mail.

Your 'Weekly Cleaning' list involves tasks such as laundry, vacuuming carpets, dusting furniture, watering plants, and cleaning bathrooms. These are usually tasks that take longer than 15 minutes to do.

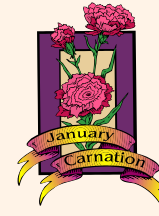
Your 'Monthly Cleaning' list involves tasks like cleaning the inside of the car, vacuuming or washing the curtains, and de-cluttering a closet.

Your 'Spring Cleaning' list should be completed between March - May. It encompasses cleaning windows inside and out, cleaning carpets with a steam cleaner, and moving furniture and cleaning behind them.

Your 'Fall/End of Season Cleaning' list should take place between August - November and involves getting your home ready for the winter months. It includes tasks such as covering lawn furniture, racking leaves, take hoses in, turn off water lines to the outside, and take cushions in from the outside.

Create your Cleaning list for each cleaning occasion will make remembering what tasks need to be done easier and less stressful. Print them out and post them in your home so everyone knows which task and when it needs to be completed. There are various websites that give you generic checklist that you can modify to create your own list. Search names like spring cleaning checklist, house cleaning checklists, etc.. to find samples online.

Sabrina



## Try It...Organizing

"After you have cleaned a room, stand in the doorway and look into the room. With fresh eyes, check out each corner of the cleaned room from floor to ceiling, from left to right, to make sure you did not miss anything."

## Monthly Quote

"Housework is something you do that nobody notices until you don't do it."

- Author Unknown

Source: [www.quotegarden.com](http://www.quotegarden.com)

## Check Out Our Services

### Home Organizing

**Home Organizing Checklists:** If you are looking for a more detailed list and do not want to do the research yourself, we offer Cleaning Checklists for **\$50.00** per list (we offer various list like "Weekly House Cleaning by Room", "Spring Cleaning by Room", and "Fall/End of Season Cleaning by Room"). This cost includes a 1/2 hour phone consultation with you to customize the list to your home and a written detailed checklist emailed to you within 24 hours from the appointment. We take personal checks only mailed to us prior to phone consultation. **Contact us**

### Solution Consultations

**Organizing:** Need ideas to organize your space, try **Solution Consultations**. you received a 1-2 hour consultation to discuss the goals for your space as well as an emailed Solutions Report detailing your goals with photos and links on needed products. **No contract. Give this service as a Gift! \$200.00 Contact us**

### SABRINA'S Admin Services

**Administrative Support:** Mail sorting and Reconciling business and personal checkbooks, Small organizing projects, Accounts payable, Accounts receivable, Data entry, Creating and maintaining Filing systems, Typing documents (emails & letters) Creating documents in Microsoft Excel or Word, Website updates. **\$35.00/hr (on-site work) and \$25.00/hour (virtual & off-site)! Contact us**

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