## KITCHEN (BASIC)

	Effort	Do every
Dust (quick)	*	4 days
Dust (thorough)	**	3 weeks
Sweep floor	*	4 days
Vacuum floor	*	5 days
Mop floor	**	10 days
Wipe counters	*	4 days
Clean sink	**	12 days
Organize & wipe cupboards	***	6 months
Organize & wipe drawers	***	6 months
Organize fridge	**	14 days
Organize freezer	*	2 months
Clean fridge	***	7 weeks
Clean freezer	***	12 months
Clean stove top	*	12 days
Clean hood above stove	**	3 months
Clean oven	***	6 months
Clean trash can	*	5 weeks
Change towels	*	6 days
Sharpen knives	*	1 month
Clean walls	***	5 months

# KITCHEN (SPECIAL)

	Effort	Do every
Clean stainless steel	***	2 months
Dishwasher   Salt	*	2 months
Dishwasher   Rinse aid	*	2 months
Clean toaster	**	2 months
Clean microwave	*	5 weeks
Descale coffee maker	**	4 months
Descale electronic kettle	**	2 months
Organize pantry	**	2 months
Clean pantry	**	8 months
Oil cutting boards	*	3 months
Oil table tops	**	3 months
Change water filter	*	9 weeks
Clean behind [X]	*	12 months

## LIVING ROOM (BASIC)

	Effort	Do every
Dust (quick)	*	7 days
Dust (thorough)	**	4 weeks
Sweep floor	*	4 days
Vacuum floor	*	7 days
Mop floor	**	17 days
Clean shelves & cabinets	***	6 months
Organize & clean bookshelves	***	12 months
Wipe electronics	*	3 weeks
Clean walls	***	10 months
Tidy up (quick)	*	2 days
Tidy up (thorough)	**	7 days

# LIVING ROOM (SPECIAL)

	Effort	Do every
Vacuum pillows	*	2 months
Wash blankets	**	4 months
Furniture   Vacuum	*	24 days
Furniture   Wash cover	***	18 months
Curtains   Vacuum	**	12 months
Curtains   Wash	***	2 years
Clean ceiling fan	*	4 months
Clean fireplace	**	3 months
Declutter/Discard	**	6 months

## DINING ROOM (BASIC)

	Effort	Do every
Dust (quick)	*	7 days
Dust (thorough)	**	4 weeks
Sweep floor	*	4 days
Vacuum floor	*	7 days
Mop floor	**	17 days
Wash chairs	**	3 weeks
Clean shelves & cabinets	***	6 months
Organize & clean bookshelves	***	12 months
Clean walls	***	20 months
Tidy up (quick)	*	2 days
Tidy up (thorough)	**	7 days

## **DINING ROOM (SPECIAL)**

	Effort	Do every
Curtains   Vacuum	**	12 months
Curtains   Wash	***	2 years
Clean ceiling fan	*	4 months
Clean fireplace	**	3 months

## BEDROOM (BASIC)

	Effort	Do every
Dust (quick)	*	7 days
Dust (thorough)	**	3 weeks
Sweep floor	*	7 days
Vacuum floor	*	7 days
Mop floor	**	21 days
Change bed linen	**	2 weeks
Wash quilt and pillow	***	4 months
Clean bedside tables	*	21 days
Organize & clean closet	***	3 months
Clean walls	**	15 months
Tidy up (quick)	*	2 days
Tidy up (thorough)	**	7 days

## BEDROOM (SPECIAL)

	Effort	Do every
Clean under bed	*	2 months
Clean mirror	*	6 weeks
Clean closet doors	**	6 weeks
Flip mattress	*	5 months
Seasonal wardrobe change	***	Fixed month(s)
		Jan Feb Mar <u>Apr</u> May Jun
		Jul Aug Sep Oct Nov Dec
Curtains   Vacuum	**	12 months
Curtains   Wash	***	2 years
Clean ceiling fan	*	4 months

# BATHROOM (BASIC)

	Effort	Do every
Mop floor	**	13 days
Disinfect floor	**	4 weeks
Dust	*	20 days
Clean toilet	*	7 days
Clean sink	*	10 days
Clean mirrors	*	3 weeks
Change towels	*	7 days
Change bath mat	*	3 weeks
Shower   Clean fittings	*	4 weeks
Shower   Wash curtains	**	6 months
Shower   Clean glass	**	10 weeks
Clean walls	***	10 months

## BATHROOM (SPECIAL)

	Effort	Do every
Clean bathrooms	**	3 months
Clean trash can	*	3 months
Change toothbrush	*	10 weeks
Tiles   Mold prevention	**	2 months
Tiles   Descale	***	6 months
Clean drains	**	2 months

## **BATHROOM (SPECIAL)**

	Effort	Do every
Mop floor	*	13 days
Disinfect floor	**	4 weeks
Dust	*	20 days
Clean toilet	*	7 days
Clean sink	*	10 days
Clean mirrors	*	3 weeks
Change towels	*	10 days
Clean walls	***	10 months

## **BATHROOM (SPECIAL)**

	Effort	Do every
Clean trash can	*	3 months
Change toothbrush	*	10 weeks

# CHILDREN (BASIC)

	Effort	Do every
Dust (quick)	*	7 days
Dust (thorough)	**	3 weeks
Sweep floor	*	7 days
Vacuum floor	*	7 days
Mop floor	**	21 days
Change bed linen	**	2 weeks
Wash quilt and pillow	***	4 months
Clean closet	***	3 months
Clothing - size check	**	6 months
Toys - age check	**	6 months
Clean walls	**	5 months
Tidy up (quick)	*	2 days
Tidy up (thorough)	**	7 days

# CHILDREN (SPECIAL)

	Effort	Do every				
Clean under bed	*	2 months				
Clean closet/cabinet doors	**	6 weeks				
Flip mattress	*	2 months				
Seasonal wardrobe change	***	Fixed month(s)				
		Jan Feb Mar Apr May Jun				
		Jul Aug Sep Oct Nov Dec				
Curtains   Vacuum	**	12 months				
Curtains   Wash	***	2 years				
Clean ceiling fan	*	4 months				

## **OFFICE (BASIC)**

	Effort	Do every
Dust (basic)	*	7 days
Dust (thorough)	**	4 weeks
Sweep floor	*	7 days
Vacuum floor	*	2 weeks
Mop floor	**	4 weeks
Clean/disinfect hardware	**	1 month
Clean walls	**	15 months
Tidy up (quick)	*	2 days
Tidy up (thorough)	**	7 days

## OFFICE (SPECIAL)

	Effort	Do every
File papers	*	7 days
Shred papers	*	30 days
Zero inbox	*	7 days
Bils & bookkeeping	**	7 days
Curtains   Vacuum	**	12 months
Curtains   Wash	***	2 years

## **ENTRANCE (BASIC)**

	Effort	Do every
Dust (quick)	*	7 days
Dust (thorough)	**	3 weeks
Sweep floor	*	7 days
Vacuum floor	*	7 days
Mop floor	**	21 days
Organize shoe rack	*	7 days
Clean walls	**	15 months

## ENTRANCE (SPECIAL)

	Effort	Do eve	ery				
Vacuum stairway	*	30 days					
Clean stairway railing	**	3 mont	ths				
Polish shoes	**	3 week	KS				
Seasonal coat/shoe change	***	Fixed month(s)					
		Jan	Feb	Mar	<u>Apr</u>	May	Jun
		Jul	Aug	Sep	<u>Oct</u>	Nov	Dec

## LAUNDRY (BASIC)

	Effort	]	Do eve	ery				
Dryclean winter coats	***			I	Fixed n	nonth(s	)	
			Jan	Feb	Mar	Apr	May	Jun
			Jul	Aug	Sep	<u>Oct</u>	Nov	Dec
Dryclean summer coats	***		Fixed month(s)					
			Jan	Feb	Mar	Apr	May	Jun
			Jul	Aug	Sep	<u>Oct</u>	Nov	Dec
Clean dryer	*	1	3 mont	hs				
Clean washing machine	**	1	3 mont	hs				

# LAUNDRY (SPECIAL)

	Effort	Do every
Dust (quick)	*	10 days
Dust (thorough)	**	2 months
Sweep floor	*	7 days
Vacuum floor	*	7 days
Mop floor	**	3 weeks
Clean sink	*	4 weeks
Organize closets & cabinets	*	3 weeks
Clean closets & cabinets	***	12 weeks
Clean walls	**	15 months

## **BASEMENT (BASIC)**

	Effort	Do every
Dust (quick)	*	3 weeks
Dust (thorough)	**	4 months
Sweep floor	*	10 weeks
Vacuum floor	*	10 weeks
Mop floor	**	6 months
Organize storage	***	6 months
Clean walls	**	2 years

## BASEMENT (SPECIAL)

	Effort	Do evo	ery				
Furnace check	*	Fixed month(s)					
		Jan	Feb	Mar	Apr	May	Jun
		Jul	Aug	Sep	Oct	Nov	Dec
Mold check	*	6 mon	ths				
Declutter/Discard	***	2 years	S				

## **BASEMENT (BASIC)**

	Effort	Do every
Dust	**	4 months
Sweep floor	**	4 months
Vacuum floor	**	4 months
Organize storage	**	6 months

## BASEMENT (SPECIAL)

	Effort	Do every
Mold check	*	6 months
Roof check	*	6 months
Check mouse traps	*	5 days
Declutter/Discard	***	2 years

## **GENERAL (BASIC)**

	Effort	Do every						
Clean all doors	**	12 months						
Clean all doorknobs	*	3 months						
Remove cobwebs	**	3 months						
Sanitize light switches	**	3 months						
Clean/Dust all lights	**	3 months						
Vacuum house	***	7 days						
Water plants	**	7 days						
Garbage collection	*	Day(s) of the week						
		$\begin{array}{ c c c c c c c c c c c c c c c c c c c$						

## **GENERAL (SPECIAL)**

	Effort	Do every
Test smoke/gas detectors	*	6 months
Humidifier filters	*	6 months
Dust blinds	***	3 months
Furniture   Vacuum	***	5 weeks
Furniture   Wash covers	***	9 months
Curtains   Vacuum	***	12 months
Curtains   Wash	***	2 years

# GARAGE (BASIC)

	Effort	Do every						
Sweep floors	*	2 months						
Mop floors	**	6 months						
Organize tools	*	3 months						
Car   Wash outside	**	3 weeks						
Car   Clean inside	**	12 days						
Car   Seasonal tire change	**	Fixed month(s)						
		Jan Feb <u>Mar</u> Apr May Jun						
		Jul Aug Sep Oct Nov Dec						
Bike   Check tires	*	1 month						
Bike   Oil chain	*	3 months						
Bike   Wash	**	2 months						
Tidy up	*	1 month						

# GARAGE (SPECIAL)

	Effort	Do every						
Furnace maintenance	*	Fixed month(s)						
		Jan	Feb	Mar	Apr	May	Jun	
		Jul	Aug	Sep	Oct	Nov	Dec	
Trailer maintenance	**	6 months						
Refill salt	*	Fixed month(s)						
		Jan	Feb	Mar	Apr	May	Jun	
		Jul	Aug	Sep	<u>Oct</u>	Nov	Dec	
Lubricate garage door	*	9 mon	ths					
Clean walls	***	3 years	S					
Declutter all storage	***	2 years	S					
Lawn mower - maintenance	**		]	Fixed n	nonth(s	3)		
		Jan	Feb	Mar	Apr	May	Jun	
		Jul	Aug	Sep	Oct	Nov	Dec	

## GARDEN (BASIC)

	Effort	Do every						
Weed garden	**	4 weeks						
		Jan	Feb	Mar	Apr	May	<u>Jun</u>	
		<u>Jul</u>	Aug	Sep	Oct	Nov	Dec	
Weed front garden	**	2 weeks						
		Jan	Feb	Mar	<u>Apr</u>	May	<u>Jun</u>	
		<u>Jul</u>	Aug	<u>Sep</u>	Oct	Nov	Dec	
Weed herb garden	**	2 weeks						
		Jan	Feb	Mar	Apr	May	<u>Jun</u>	
		Jul	Aug	Sep	Oct	Nov	Dec	
Water garden	*			5 d	ays			
		Jan	Feb	Mar	<u>Apr</u>	May	<u>Jun</u>	
		<u>Jul</u>	Aug	<u>Sep</u>	Oct	Nov	Dec	
Water herbs	*	2 days						
		Jan	Feb	Mar	Apr	May	<u>Jun</u>	
		Jul	Aug	Sep	Oct	Nov	Dec	

## GARDEN (BASIC)

	Effort	Do every						
Water pots	*	10 days						
		Ja	ın	Feb	Mar	Apr	May	<u>Jun</u>
		<u>Jı</u>	<u>ıl</u>	Aug	<u>Sep</u>	<u>Oct</u>	Nov	Dec
Trim bushes	**	2 months						
		Ja	ın	Feb	Mar	<u>Apr</u>	May	<u>Jun</u>
		<u>J</u> 1	<u>11</u>	Aug	<u>Sep</u>	Oct	Nov	Dec
Trim hedges	***	3 months						
		Ja	ın	Feb	Mar	<u>Apr</u>	May	<u>Jun</u>
		<u>Jı</u>	<u>ıl</u>	Aug	<u>Sep</u>	Oct	Nov	Dec
Rake leaves	**				10 0	days		
		Ja	ın	Feb	Mar	Apr	May	Jun
		Jı	ıl	Aug	Sep	Oct	Nov	<u>Dec</u>
Lawn   Mow	**	7 days						
		Ja	ın	Feb	Mar	<u>Apr</u>	May	<u>Jun</u>
		<u>Jı</u>	<u>ıl</u>	Aug	<u>Sep</u>	<u>Oct</u>	Nov	Dec
								_

# GARDEN (BASIC)

	Effort	Do every					
Harvest ripe fruits	*			7 d	ays		
		Jan	Feb	Mar	Apr	May	Jun
		Jul	Aug	<u>Sep</u>	<u>Oct</u>	Nov	Dec
						·	

## GARDEN (SPECIAL)

	Effort	Do every					
Clean up BBQ	***		]	Fixed n	nonth(s	s)	
		Jan	Feb	Mar	Apr	May	Jun
		Jul	Aug	Sep	<u>Oct</u>	Nov	Dec
Lawn   Fertilize	*	Fixed month(s)					
		Jan	Feb	Mar	Apr	May	Jun
		Jul	Aug	Sep	Oct	Nov	Dec
Lawn   Trim edges	***	3 months					
		Jan	Feb	Mar	<u>Apr</u>	May	<u>Jun</u>
		<u>Jul</u>	Aug	<u>Sep</u>	Oct	Nov	Dec
Prune plants and trees	***		]	Fixed n	nonth(s	s)	
		Jan	Feb	Mar	Apr	May	Jun
		Jul	Aug	Sep	Oct	Nov	Dec
Rotate compost	*	7 weeks					
		Jan	Feb	Mar	<u>Apr</u>	May	<u>Jun</u>
		<u>Jul</u>	Aug	<u>Sep</u>	Oct	Nov	Dec

# GARDEN (SPECIAL)

	Effort	Do every						
Garden furniture   Oil	***	Fixed month(s)						
			Jan	Feb	Mar	Apr	May	Jun
			Jul	Aug	Sep	<u>Oct</u>	Nov	Dec
Garden furniture   Store away	**			]	Fixed n	nonth(s	3)	
			Jan	Feb	Mar	Apr	May	Jun
			Jul	Aug	Sep	<u>Oct</u>	Nov	Dec

## **HOUSE (BASIC)**

	Effort	Do every					
Wash windows	***	2 months					
Shake doormats	*	7 days					
Sweep driveway & paths	*	7 days					
Clean up gutters	***	Fixed month(s)					
		Jan	Feb	Mar	Apr	May	Jun
		Jul	Aug	Sep	<u>Oct</u>	Nov	Dec
Inspect roof	*		1	Fixed n	nonth(s	s)	
		Jan	Feb	Mar	Apr	May	Jun
		Jul	Aug	Sep	Oct	Nov	Dec
Trash can & recycle bins	*	3 mont	ths				

## **HOUSE (SPECIAL)**

	Effort	Do every						
Air conditioner   Check	*	5 weeks						
Surveillance   Check	**	3 months						
Deck maintenance	***	Fixed month(s)						
		Jan	Feb	Mar	<u>Apr</u>	May	Jun	
		Jul	Aug	Sep	Oct	Nov	Dec	
Pool   Test water/chlorinate	*			7 d	ays			
		Jan	Feb	Mar	<u>Apr</u>	May	<u>Jun</u>	
		<u>Jul</u>	Aug	<u>Sep</u>	Oct	Nov	Dec	
Pool   Broom	*	7 days						
		Jan	Feb	Mar	<u>Apr</u>	May	<u>Jun</u>	
		<u>Jul</u>	Aug	<u>Sep</u>	Oct	Nov	Dec	
Pool   Empty filter	*			14 (	days			
		Jan	Feb	Mar	<u>Apr</u>	May	<u>Jun</u>	
		<u>Jul</u>	Aug	<u>Sep</u>	Oct	Nov	Dec	
Pool   Scrub tiles	***	Fixed month(s)						
		Jan	Feb	Mar	Apr	May	Jun	
		Jul	Aug	Sep	<u>Oct</u>	Nov	Dec	

## GARDEN (SPECIAL)

	Effort	Do every					
Secure water appliances against frost	***	Fixed month(s)					
		Jan	Feb	Mar	Apr	May	Jun
		Jul	Aug	Sep	<u>Oct</u>	Nov	Dec
			-		-		