

Spring Cleaning & Organizing Checklist

The secret to getting organized is staying on task. Use this checklist to help you focus your effort on one organizing project at a time.

1. Plan

Using this Master List of the spaces in and around your home, prioritize organizing projects by importance to you and your family, and set a deadline for when each project must be complete.

2. Schedule

Make appointments with yourself and schedule your organizing sessions in your calendar. Block out these sessions as *Do Not Disturb!*

3. Involve your Family

Delegate! The more hands involved, the faster these projects will get done!

4. Make it Fun!

Make it fun by opening the windows, turning on some music, and playing a game. When you've finished a project, celebrate and treat the family to something special!

Around the House

Priority: _____ Due: _____

- Shampoo carpets, rugs and upholstery
- Move and clean under appliances and furniture
- Clean air vents and exhaust
- Clean window treatments
- Dust / wash mini blinds
- Wash windows inside and out including window screens
- Clean lampshades
- Dust and vacuum books and bookshelves – taking everything off the shelf!
- Dust on top of doors, higher cupboards etc. Any of those hard to reach places
- Clean and dust light fixtures
- Wash doors and door handles
- Dust blades of ceiling fans
- Wash mirrors / artwork / picture frames around the house
- Wash walls and ceilings
- Wash baseboards
- Reseal grout lines
- Change your batteries for smoke detectors
- Review your fire safety plan with family
- Wax floors
- Wax wood furniture
- Clear the clutter - walk from room to room and decide – trash, donate, or keep
- Make a point to look inside all drawers and cupboards, clean and organize

- _____
- _____
- _____
- _____

Kitchen

Priority: _____ Due: _____

- Clean out refrigerator – deep clean the inside
- Clean out freezer- check for old food, organize and clean
- Defrost the freezer
- Vacuum refrigerator coils
- Clean front and inside of major appliances
- Clean the oven
- Organize cupboards
- Get rid of broken dishes or ones you no longer are using
- Wash out trash and recycle bins
- Clean and organize underneath the sink
- Clean and polish sink
- Clean and dust china cabinet
- Polish silver
- _____
- _____
- _____
- _____

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Bathrooms

Priority: _____ Due: _____

- Go through medicine cabinets and safely dispose of your old medications
- Throw away old makeup, lotions etc.
- Clean & polish jewelry
- Wash drawer dividers
- Clean drains
- Update your first aid kit
- Wash or replace shower curtain
- _____
- _____
- _____
- _____

Bedrooms

Priority: _____ Due: _____

- Vacuum and turn mattresses
- Clean blankets, comforters, mattress covers, and bed skirts
- Replace winter bedding with lightweight bedding
- Wash pillows
- Clean out closets and dressers
- Switch out of season clothes to in season
- Go through your shoes
- Vacuum under the bed
- _____
- _____
- _____
- _____

Home Office

Priority: _____ Due: _____

- Clean out and organize files
- Review and update insurance policies
- Update home inventory
- Clean computers & keyboards
- Clean desktop- taking everything off of the shelves
- Dust and clean drawers
- Clean drawer dividers
- _____
- _____
- _____
- _____

Laundry Room

Priority: _____ Due: _____

- Clean washing machine
- Clean dryer
- Clean out dryer vent to remove lint from hose
- Organize cupboards and cleaning supplies
- _____
- _____
- _____
- _____

Attic / Basement / Garage

Priority: _____ Due: _____

- Plan your garage sale – go through these areas and get rid of anything you are no longer using. Set aside items for garage sale, get rid of donation items immediately.
- Organize the spaces by category – place the least used items towards the back of the space.
- Clean / sweep the floor
- _____
- _____
- _____
- _____

Outdoor Spaces

Priority: _____ Due: _____

- Tour the outside of the home and make a list of improvements needed
- Clean gutters
- Power wash exterior areas, driveway, deck, patio, walkways, and retaining walls
- Get outdoor furniture – clean
- Clean outside toys for kids
- Inspect light fixtures
- Spring landscaping – general maintenance of yard and lawn
- _____
- _____
- _____
- _____