

WORKSHOP



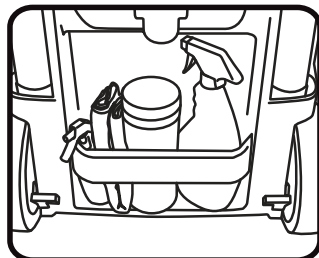
CLEANING CHECKLIST

QUARTERLY

- Replace air/furnace filters, and using Fine Dust (High Efficiency) or HEPA media help protect your air quality
- Launder pillows
- Launder blankets
- Clean trash cans with disinfectant
- Clean oven. Replace filters in oven hood (if applicable)
- Remove expired food from refrigerator. Clean & disinfect interior
- Clean and organize "community" closets such as pantry, linens, entry or coat by wiping down shelves
- Vacuum window coverings such as blinds, curtains & drapes and lampshades (Use a low setting or hose with a bleeder valve and a brush attachment to reduce the chance of damage. Additionally, vinyl shades can be wiped down with a damp microfiber cloth.)
- Clean computer (Vacuum with a micro cleaning accessory kit, wipe down keyboard, dust monitor with microfiber cloth)
- Vacuum upholstered furniture & cushions (Upholstery or dusting brush and crevice tools are useful here.)
- Clean all vacuum filter(s), and replace if needed.
- Vacuum & clean ceiling fans
- Clean light fixtures.

(SEMI) ANNUAL

- Launder and store previous seasons clothing and items.
- Declutter and reorganize the closets.
- Donate unnecessary and no longer needed items
- If you have reusable construction or remodeling materials donate to local Habitat for Humanity or others.
- Change all detector batteries (smoke, carbon monoxide, etc)
- Install detectors where needed
- Replace all vacuum filter(s)



Organize with caddy on back of WS1100CA

- Vacuum mattress then turn and/or flip
- Remove expired food from freezer and pantry.
- Vacuum refrigeration condensor coil (Gently clean with dusting brush attachment).
- Wipe down the kitchen cupboards. (Empty, wipe down, & replace liners where needed. Declutter and reorganize).
- Clean and properly discard any out of date medications.
- Vacuum and clean window sills.
- Wash windows (Can glass cleaner, vinegar, or one squirt of dishwashing liquid in a spray bottle filled with water, and wipe down with a microfiber cloth. Picking a cloudy day will help you can see streaks)
- Clean clothes dryer duct & inside lint trap.
- Spot-clean upholstered furniture and cushions (if needed)
- Clean carpets (DIY with carpet steamer, or professional if needed)
- Evaluate any wood floors (Scratched or dull floors can be professionally scuff-sanded, recoated, or refinished.)
- Wash window coverings (Where possible based on cleaning instructions wash or clean with a professional cleaner.)
- Clean the patio and outdoor furniture (Store/remove from storage)
- Sweep the chimneys. (Wood-burning fireplace, stove & chimney flues should be professionally inspected and swept.)
- Check the exterior paint and touch up as needed. Also check exterior and replace chipped or broken vinyl.
- Drain and store garden hoses.
- Winterize outdoor products as instructed. (pool, boats, jet skis, four-wheelers, mowers, weed-eaters, chainsaws, etc)
- Check weather stripping and caulking around doors and windows (Repair or replace as needed).
- Clean the walls. (Dust, wash, rinse, and dry painted or wood-paneled walls).

ADDITIONALLY:

- Review/Update personal planning (insurance, beneficiaries, contracts, emergency and disaster plans, etc)
- Review and replace items in all emergency and first aid kits

A clean, well-maintained environment tends to help prevent health issues and extends the life of the things you use. This checklist is not meant to be a comprehensive or exhaustive list of required tasks, nor will completion guarantee improved health, continued use, extended life, or the prevention of deterioration of products.