

## SMEAD DATE SMEAD DATE SMEAD DATE SMEAD CONTROL OF THE CONTROL O

Kitchen	MTWTFSS	Living Room	MTWTFSS
Clean counter tops		O Dust all hard surfaces/shelves/blinds	
O Clean microwave inside/outside		O Vacuum carpets/area rugs	
Wipe down cabinets/hardware		Sweep/mop hard floors	
O Clean outside of appliances		O Vacuum upholstered furniture	
O Polish stainless steel appliances		O Polish wood	
O Clean refrigerator inside		O Clean windows/window treatments	
Clean range vent/filter		Ŏ	
O Clean and sanitize sinks		Ŏ	
Sweep and wash floors			
Ŏ		Office	MTWTFSS
Ŏ		O Dust office surfaces/equipment	
		File or toss loose mail/paperwork	
Dining Room	MTWTFSS	O Clean windows/window treatments	
O Clean windows/window treatments		Sweep/mop hard floors	
O Clean/polish table and chairs			
Sweep/mop hard floors		O Vacuum carpets/area rugs	
Vacuum carpets/area rugs		0	
		Stains/Entur/Hallerare	
0		Stairs/Entry/Hallways	MTWTFSS
0		Vacuum carpets/area rugs	
		Sweep/mop hard floors	
Bathrooms	MTWTFSS	O Dust cobwebs; ceiling/baseboard	
O Clean/sanitize sinks		Clean windows/window treatments	
O Clean/sanitize tubs, shower, toilet		0 —	
O Clean mirrors and glass			
O Clean and polish fixtures		Laundry/Utility Room	MTWTFSS
O Dust light fixtures and bulbs		O Clean washer and dryer exteriors	
O Wash floors		O Clean inside rim of washer	
O ———		O Change/clean lint traps	
0 ———		O Dust light fixtures and bulbs	
		Empty wastebasket	
Bedrooms	MTWTFSS	Sweep and mop floor	
O Change sheets		O Clean laundry sink and fixtures	
O Dust furniture/shelves		O Clean laundry counter/hamper	
O Vacuum floor		0	
O Wash windows			
O Empty wastebaskets		Basement/Garage	MTWTFSS
O Dust light fixtures			MIIWIFSS
O Put away clean laundry		Empty wastebaskets	
O Dust/mop baseboards		Organize/dust shelves	
O Bustinop buscodards		Sweep/mop floor	
ŏ		Put away tools/supplies	
•		0	

