



# SPRING CLEANING

## Tips & Checklist

The following tips outline basic techniques that will help you clean almost every surface in any room. On the reverse side, you'll find a checklist so you can track your progress!



**Wipe walls & ceilings.** Use a vacuum to remove dust. Tackle stubborn surface grime, especially prevalent in kitchens, with a solvent-free degreaser (test it first in an inconspicuous area to ensure it won't mar the surface).

**Vacuum & shampoo rugs.** Synthetic carpets and rugs with waterproof backings can be deep-cleaned with a rotary shampoo machine and a hot-water extraction machine. Rugs without backings, including Orientals, require professional cleaning.

**Clean upholstered furnishing.** Take cushions outside and gently beat them by hand to remove dust. If there are stains, check the pieces for care labels. Use a vacuum's upholstery and crevice tools to clean under seat cushions.

**Dust your home thoroughly.** This includes hard-to-reach places, such as the tops of ceiling fans and window casings. Always work from the top of a room down, vacuuming the dust that settles on the floor. Avoid using dusting sprays.

**Wax nonwood floors.** Vinyl and linoleum floors that have lost their shine should be waxed with a polish designed for these surfaces. Most stone and tile floors can be treated with either a paste or a liquid wax designed for the material.

**Clean window treatments.** Many draperies and curtains are machine washable; check labels. Dry-clean fabric shades. Wipe wooden blinds with a damp cloth; warm water mixed with a mild dishwashing liquid is safe for metal and vinyl blinds.

**Reseal grout lines.** The cement-based material between wall, floor, and countertop tiles is extremely porous and stains easily. Protect it with a penetrating grout sealer; it's best to apply it with a small foam brush.

**Dust books & shelves.** Take everything off the shelves, and brush shelves and books with a feather duster. Use the dust-brush or crevice tool on a vacuum to reach into tight spots. Wipe the spines of leather-bound books with a clean, soft cloth.

**Polish metal door & window hardware.** Liquid polishes and polish-impregnated cloths work well for medium-tarnished surfaces; pastes and creams are for heavier work. If tarnish doesn't come off, try a stronger product.

**Wax wooden furniture.** Wipe surfaces with a soft cloth dampened with water and mild dishwashing liquid. Apply paste wax, such as Butcher's wax, a few feet at a time with a cotton rag folded into a square pad. Let wax dry; buff with a clean cloth.

**Wash window screens.** Using warm water and a mild dishwashing liquid, scrub each screen with a brush; rinse thoroughly.

**Ensure Fire Safety.** Change batteries in smoke detectors (this should be done twice a year), and make sure units are free of dust. Teach everyone in your household how to use a fire extinguisher, and review escape plans.



# SPRING CLEANING CHECKLIST

## Every Room

- ☐ **Dust** Ceiling fans, artwork, knick knacks, & vents.
- ☐ **Windows & Window Screens** Clean window treatments according to type & manufacturer instructions.
- ☐ **Clean Baseboards** Use warm, soapy water (you may need to vacuum them first.) Wipe down walls to remove dirt & fingerprints.
- ☐ **Furniture** Dust & polish with appropriate polishing agent. Vacuum upholstered furniture and launder cushions if necessary. Carefully spot clean leather furniture with a damp washcloth if needed.
- ☐ **Rugs & Carpets** Vacuum & shampoo rugs & carpet. Sweep & mop floors with cleanser appropriate for your specific type of flooring.

## Kitchen

- ☐ **Oven** Clean oven according to manufacturer's recommendations.
- ☐ **Refrigerator** Unplug refrigerator and dust the coils. Remove the contents of refrigerator and freezer. Discard any rotten or unusable food. Wipe down and clean all shelving.
- ☐ **Appliances** Clean microwave, wipe down small appliances such as toaster, blender and slow cooker.
- ☐ **Dishwasher** Run dishwasher empty with a dishwasher specific cleaner such as Finish.
- ☐ **Countertops & Cabinets** Wipe down countertops and cabinets with damp washcloth. Clean inside drawers. Scrub sink.
- ☐ **Pantry** Organize food in pantry, discarding outdated items. Wipe off shelving.

## Bathroom

- ☐ **Main** Scrub toilets, sinks & shower. Wipe down all fixtures. (Baby oil works well on chrome.)
- ☐ **Cabinets** Dust cabinets; go through drawers & medicine cabinets to dejunk and reorganize.
- ☐ **Mirrors** Clean mirrors. (A Vinegar-based cleanser & newspaper works well.)
- ☐ **Trash** Empty and clean trash cans.
- ☐ **Shower** Inspect shower liner and replace if necessary.

## Bedroom

- ☐ **Bed** Remove and launder bedding. Vacuum & flip mattress, according to manufacturer instructions.
- ☐ **Closet** Switch out cold-weather clothing for warm-weather clothing. Donate any unwanted items to a thrift store.

## Office

- ☐ **Desk** Organize papers and de-clutter drawers.
- ☐ **Books** Dust books on bookshelves.
- ☐ **Computer** Dust computer keyboard and screen with a microfiber cloth.