|  | Task to Complete |
| :---: | :--- |
| $\square$ | Clean out closets and drawers |
| $\square$ | Swap out seasonal clothing |
| $\square$ | Vacuum under bed and behind dressers |
| $\square$ | Wash bedding accessories (accent pillows, bed skirt \& mattress cover) |
| $\square$ | Dust and clean baseboard molding and doors |
| $\square$ | Dust lamp shades |
| $\square$ | Wipe around doorknobs and electric switches |
| $\square$ | Wipe down walls and along edge of ceiling |
| $\square$ | Clean oven, grease traps and stove filters |
| $\square$ | Clean refrigerator and freezer |
| $\square$ | Vacuum refrigerator coils |
| $\square$ | Clean dryer vents and exhaust |
| $\square$ | Clean draperies and blinds |
| $\square$ | Steam clean carpets and rugs |
| $\square$ | Clean washing machine |
| $\square$ | Clean drains |
| $\square$ | Change and clean furnace filter |
| $\square$ | Wash out trash and recycling cans |
| $\square$ | Wash windows |
| $\square$ | Change batteries in smoke alarms and carbon dioxide detectors |
| $\square$ | Polish brass and silver items |
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