

Cleaning Schedule Toolkit



Using a little of your time each day to clean your home and keeping looking tidy, will mean that cleaning can be undertaken in small ways each day, instead of all at once on a weekend or in a rush for an inspection.

Spending just 10-20 minutes each day will help to keep an uncluttered and clean home that will help you feel better about being home, keep a clearer mindset to concentrate on other every living activities, and maintain you and your families' wellbeing.

What to do each day

- Put rubbish in the bins, and remember to take out your rubbish from your home to your street bins.
- Wipe down your benchtops and other kitchen surfaces every day to keep them safe surface for food preparation and meal times.
- Wash the dishes after every meal.
- Sweep or vacuum heavy traffic or pet affected floors to reduce allergies and germs.
- Clean up after pets, including kitty litter boxes and backyards to keep your family safe from bacteria that are found in animal faeces.
- Wipe, clean or mop up any spills from all surfaces to help keep a clean home.

What to do every couple of days

- Put any rubbish from children's rooms into bins, check other areas of the house where rubbish might be kept and remove it.
- Wipe down your bathroom surfaces and clean toilets, this will stop staining on your bathroom and toilet surfaces, and keep a clean safe home for yourself and your family.
- Sweep or vacuum all floor areas.
- Mop all floor areas.
- Dust all surface areas; this will keep allergies and dirt to a minimum making it easier to keep a clean home.

- Laundry, doing your laundry every couple of days will help you wash, dry and clean your clothes so that you and your family have clean clothes to wear through the week, including uniforms for work and school. Remember to put your laundry away when it is dry straight away to avoid clutter.

What to do every couple of weeks

- Clean all rooms thoroughly, which includes removing all rubbish, wiping down all surfaces, vacuum or sweep and mop.
- Change and wash all bed linen, which can also mean putting your pillows and doonas or quilts out on the clothes line in sunny weather to remove dust, allergens and germs. When you do this before you bring them inside, give them a good shake so that you really remove all the built up dust and allergens that occurs over time.
- If your quilts or doonas need to be washed then every couple of weeks is a good time to do this too.
- Full clean of your oven, grill and stovetop, this will stop grease and grime from building up.
- Remove rugs and/or mats from floors and take them outside to remove dust and built up allergens. Give them a good shake or hang them up somewhere away from open windows, doors and clean washing to use a broom or other item to remove the dust and allergens.
- Wipe your light switches, door knobs and cupboards to remove germs and built up dirt as these are a common surface that everyone in your home will touch.
- Clean out your fridge of all old or food that has expired or is unsafe to eat and wipe down its surfaces.
- Ensure that all broken toys and other rubbish that may be found in children's rooms, school bags or wardrobes are removed.
- Ensure that where you store your clothes, is clean and that clothes are hung up and put away.

What else can you see that needs doing in your home (write these below):