



LEIGHBROWN
& ASSOCIATES
WWW.LEIGHSELLS.COM

HOME CLEANING CHECK LIST

GENERAL TIPS

- Clean from top to bottom.
- Declutter first then clean.
- Find a home for everything or place in donate pile.
- Completely finish one room before moving on to the next room.
- Donate gently used items to your local donation center like CVAN.

KITCHEN

- Wipe down walls and baseboards.
- Dust light fixtures.
- Wipe down cabinets.
- Scrub backsplash.
- Take out everything in cabinets, pantry and fridge and wipe down.
- Clean inside of oven, microwave, and dishwasher.
- Throw away expired foods and spices.
- Wipe down all shelving.
- Reorganize food goods by storing like with like.
- Wipe down all appliances.
- Sanitize light switches, cover plates and door knobs.
- Sweep and mop floor.

GARAGE

- Remove everything from shelving and floor and wipe down shelves.
- Sort items by keep, donate, and throw away.
- Mop or hose down garage floor.
- Organize items in garage by zones.

HOME OFFICE

- Wipe down walls and baseboards.
- Wash windows (inside and out).
- Dust and wipe down electronics.
- Dust bookshelves and all other surfaces.
- Throw out old unneeded documents*, junk mail, etc.
- Take contents out of desk and sort to keep or throw away.
- Wipe down desk.
- Sanitize light switches, cover plates, and door knobs.
- Wipe down chair.
- Sweep/vacuum floors.

BEDROOMS

- Wipe down walls and baseboards.
- Wash or dry clean drapery.
- Dust ceiling fan blades.
- Wash window blinds.
- Wash windows (inside and out).
- Dust furniture.
- Wash all linens and bed coverings.
- Remove all items from closet and wipe down shelving.
- Adjust shelving for seasonal switch.
- Sort clothing by keep, donate, or throw away.
- Clean all off season clothing and store.
- Organize clothes in closet by grouping like items together.
- Sweep/vacuum floor.

PAPER SHREDDING

Shred it and forget it! Whether it's your clients' or your own sensitive information, keeping confidential information secure is essential. Holding on to documents you no longer need which aren't kept in a secure area can pose a threat to your identity and can cause a data breach.

- * PREVENT identity theft.
- * PROTECT the environment.
- * PROPERLY DISPOSE OF personal sensitive documents.
- * EMAIL hello@leighsells.com to be alerted of upcoming FREE Shred Days!

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