

# Spring Cleaning

## Tips & Checklist



The following advice outlines simple cleaning methods that can be used on practically every surface in any room. Our checklist helps you keep track of your progress!



### Bathrooms

Clean the grout between your tiles. Grout is a cement-based material that is incredibly porous and susceptible to stains. Use a small foam brush to apply a penetrating grout sealer to protect it.

### Carpet & Rugs

A rotary shampoo machine and a hot-water extraction machine can be used to thoroughly clean synthetic carpets and rugs with waterproof backings. Oriental rugs and other rugs without backing must be professionally cleaned.

### Dusting

This includes challenging areas like window casings and the tops of ceiling fans. Always work from the top of a room down—vacuuming the dust that settles on the floor. Avoid using dusting sprays.

### Furniture

To clean in between seat cushions, use the upholstery and crevice tools on a vacuum. Look for care instructions on the items if there are stains. To remove dust, take cushions outside and gently beat them with your hands.

### Kitchen

Use a wash rag with warm soapy water to clean the surfaces of your kitchen appliances. For medium-tarnished surfaces, liquid polishes and cloths impregnated with polish perform well. Pastes and creams are for more difficult cleaning tasks. Try using a more potent product if the tarnish won't disappear.

### Non-wood Floors

Floors made of vinyl and linoleum that have lost their luster should be waxed using a polish made specifically for them. The majority of stone and tile floors can be polished using a paste or liquid wax made specifically for the material.

### Shelves

Remove everything from the shelves and use a feather duster to dust the books and surface. To get into small spaces, use a vacuum's crevice tool or dust brush. Leather-bound books should have their spines cleaned with a gentle, clean cloth.

### Walls & Ceilings

Wipe clean dirty or dusty spots. Use a solvent-free degreaser to remove persistent surface filth, which is particularly common in kitchens. Test it first in a hidden spot to be sure it won't damage the surface. Dust can be removed by cloth or vacuuming.

### Windows

Use window cleaner and a microfiber cloth to clean windows. Each screen should be scrubbed with a brush in warm water and a mild dishwashing agent before being completely rinsed. Check the labels to see if your curtains and drapes can be machine washed. Shades made of fabric should be dry-cleaned. Wooden blinds should be cleaned with a moist cloth. Metal and vinyl blinds can be cleaned with warm water and a mild dishwashing agent.

### Wood Surfaces

Use a soft cloth soaked with water and a mild dishwashing liquid to wipe surfaces. Using a cotton rag folded into a square pad, apply paste wax a few feet at a time. Buff wax with a clean towel after letting it dry.

### Fire Safety

Smoke detector batteries should be changed twice a year and the devices should be free of dust. Practice your escape routes and teach everyone in your home how to use a fire extinguisher.

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## Checklist

### Every Room

- Baseboards** Use warm, soapy water (you may need to vacuum them first.) Wipe down walls to remove dirt & fingerprints.
- Fixtures** Dust ceiling fans, artwork, knick knacks and vents.
- 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 and shampoo rugs and carpet. Sweep and mop floors with cleanser appropriate for your specific type of flooring.
- Windows & Window Screens** Clean window treatments according to type and manufacturer instructions.

### Bathroom

- Cabinets** Dust cabinets. Clean drawers and medicine cabinets to de-junk and reorganize.
- Fixtures** Scrub toilets and sinks. Wipe down all fixtures. (Baby oil works well on chrome.)
- Mirrors** Clean mirrors. (A vinegar-based cleanser and microfiber cloth works well.)
- Shower** Inspect shower liner and replace if necessary.
- Trash** Empty and clean trash cans.

### Bedroom

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

### Kitchen

- Appliances** Clean microwave. Wipe down small appliances such as toaster, blender, and slow cooker.
- Countertops & Cabinets** Wipe down countertops and cabinets with damp washcloth. Clean inside drawers. Scrub sink.
- Dishwasher** Run dishwasher empty with a dishwasher specific cleaner such as Finish.
- Oven** Clean oven according to manufacturer's recommendations.
- Pantry** Organize food in pantry, discarding outdated items. Wipe off shelving.
- 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.

### Office

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

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