

# The Simply Luxurious Life's Cleaning & Home Maintenance Schedule (thesimplyluxuriouslife.com)

| Task  | Daily | Weekly | Monthly | Quarterly/<br>Seasonally | Every 6<br>months | Yearly |
|---|-------|--------|---------|--------------------------|-------------------|--------|
| <b>DAILY</b>  |       |        |         |                          |                   |        |
| Clear/organize bedside table(s)   | X     |        |         |                          |                   |        |
| Make the bed  | X     |        |         |                          |                   |        |
| Empty the dishwasher  |       |        |         |                          |                   |        |
| Clear the table after each meal   |       |        |         |                          |                   |        |
| Wipe the kitchen countertops after each use.  | X     |        |         |                          |                   |        |
| Empty the trash when it becomes full.   | X     |        |         |                          |                   |        |
| Empty any recycling bins when they become full.   | X     |        |         |                          |                   |        |
| File incoming mail and recycle unwanted pieces.   | X     |        |         |                          |                   |        |
| Clean as you cook <small>(thank-you-for-coming bowl – a la Rachael Ray!)</small>                                | X     |        |         |                          |                   |        |
| Place your keys in the same spot each time you arrive home.   | X     |        |         |                          |                   |        |
| Have hooks, enough hangers or bins for coats, scarves, leashes, umbrellas, etc. and use upon entering the home. | X     |        |         |                          |                   |        |
| Have designated basket/bin for reusable grocery totes.  | X     |        |         |                          |                   |        |
| Fold up blankets after use in the living room/snug/reading nook.  | X     |        |         |                          |                   |        |
| Resituate/Plump pillows upon leaving the chair/sofa.  | X     |        |         |                          |                   |        |
| Return tea trays or food trays back to the kitchen once finished relaxing in the space.                         | X     |        |         |                          |                   |        |

|   |   |                |  |  |  |  |
|---|---|----------------|--|--|--|--|
| Vacuum as necessary throughout the week                                       | X |                |  |  |  |  |
| Tidy up your home office/desk top after each day of work.                     | X |                |  |  |  |  |
| <b>WEEKLY</b>   |   |                |  |  |  |  |
| Launder sheets, towels, bath mats – anything used regularly                   |   | X              |  |  |  |  |
| Clean the primary bathroom– everything  |   | X              |  |  |  |  |
| Dust – tables, televisions, lamps, etc.                                       |   | Every other wk |  |  |  |  |
| Clean the stovetop (aka hop)  |   | X              |  |  |  |  |
| Vacuum and mop floors, vacuum upholstered furniture                           |   | X              |  |  |  |  |
| Wipe down the fronts of the d/w, fridge, and around all knobs/handles         |   | X              |  |  |  |  |
| Wipe down doors, near the handles, to remove prints                           |   | Every other wk |  |  |  |  |
| Go through fridge – take stock and toss if necessary                          |   | X              |  |  |  |  |
| Mop all floors  |   | Every other wk |  |  |  |  |
| Clean mirror and any glass doors/windows to remove fingerprints as necessary. |   | X              |  |  |  |  |
| Add fresh flowers to dining room, coffee tables, bed stands, etc.             |   | X              |  |  |  |  |
| Wash pet dishes.  |   | X              |  |  |  |  |
| Clean the microwave inside and out depending upon how heavily used.           |   | X              |  |  |  |  |

|   |  |   |  |   |   |  |
|---|--|---|--|---|---|--|
| Clean switch plates for regularly touched light switches.                     |  | X |  |   |   |  |
| <b>Quarterly</b>  |  |   |  |   |   |  |
| Clean all trash canisters/recycling bins                                      |  |   |  | X |   |  |
| Dust lamps, shelves, any place that collects dust that is not easily reached. |  |   |  | X |   |  |
| Dust computer screens   |  |   |  | X |   |  |
| Laundry all blankets used throughout the house.                               |  |   |  | X |   |  |
| Clean/dust/wipe down items in trays and vignettes.                            |  |   |  | X |   |  |
| Store seasonal décor in a clearly labeled box or bin and store.               |  |   |  | X |   |  |
| <b>Twice a Year</b>   |  |   |  |   |   |  |
| Clean all windows – inside & out  |  |   |  |   | X |  |
| Flip mattress   |  |   |  |   | X |  |
| Clean pantry  |  |   |  |   | X |  |
| Clean refrigerator  |  |   |  |   | X |  |
| Clean oven thoroughly   |  |   |  |   | X |  |
| Laundry pillows   |  |   |  |   | X |  |
| Wipe baseboards and moldings  |  |   |  |   | X |  |
| Clean the kitchen range hood  |  |   |  |   | X |  |
| Clean the dishwasher filter   |  |   |  |   | X |  |
| Clean any bird feeders (cafés)  |  |   |  |   | X |  |
| Clean under and around any furniture that isn't vacuumed or moved             |  |   |  |   | X |  |
| Clean the garage and edit.  |  |   |  |   | X |  |
| Turn on/off the sprinkler system (if you use one).                            |  |   |  |   | X |  |
| Cover/Remove exterior vent covers for winterization.                          |  |   |  |   | X |  |

|  |  |  |  |  |   |   |
|--|--|--|--|--|---|---|
| Store and drain exterior hoses, watering can and non-frost-proof pots.               |  |  |  |  | X |   |
| Replace the water filter in your refrigerator or water dispenser (filter dependent). |  |  |  |  | X |   |
| Clean the gutters.   |  |  |  |  | X |   |
| <b>YEARLY</b>  |  |  |  |  | X |   |
| Clean the fireplace  |  |  |  |  |   | X |
| Deep clean carpets and rugs  |  |  |  |  |   | X |
| Have all curtains or hanging fabric cleaned  |  |  |  |  |   | X |
| Clean upholstered furniture.   |  |  |  |  |   | X |
| Clean around dryer vents and other vents (kitchen), interior and exterior.           |  |  |  |  |   | X |
| Clean porches/balconies deeply.  |  |  |  |  |   | X |
| Check/Service HVAC   |  |  |  |  |   | X |
| Optional: tend to any requirements made by the city you live in or your HOA          |  |  |  |  |   | X |
| Test/Replace smoke alarm batteries   |  |  |  |  |   | X |

Listen to the detailed episode that accompanies the cleaning schedule here – <https://thesimplyluxuriouslife.com/podcast353> –  
**A Stress-Reducing Year-Round Schedule for House Cleaning and Maintenance for a Small Household**

