



- [] Remove any clutter into your Put Away- Pitch- Donate boxes
- [] Use a telescoping duster to remove cobwebs from ceiling and walls
- [] Clean ceiling fan and/or light fixtures
- [] Strip the bed, and wash the bedding, including the mattress pad
- [] Put the comforter through the wash, or send to the dry cleaners
- [] Flip the mattress over to the other side, then rotate it 180 degrees
- [] Wash the walls, if you think they could use it
- [] Wipe dust from tops of doors, wood trim, window sills
- [] Remove screens from windows
- [] Remove curtains and launder or put in the car for the dry cleaners
- [] Remove blinds (to be cleaned outside or replaced)
- [] Clean inside of windows (see Kitchen section)
- [] Dust and/or vacuum lamp shades, dust lamp bases
- [] Dust all of the furniture and polish, top to bottom
- [] Clean mirrors
- [] Vacuum the entire room, - or -
- [] Use a dust mop, then wash the floor according the type of surface
- [] Remake the bed with matching bed linens
- [] Begin cleaning out drawers, using Put Away-Pitch-Donate boxes
- [] Wipe drawers out with damp cloth before filling them again
- [] Clean out night table drawers, and throw away clutter
- [] Take everything off the closet shelf, and wipe it with a damp cloth
- [] Cull items on the closet shelf using Pitch-Put Away-Donate boxes
- [] Put away shelf items in an orderly arrangement
- [] Cull clothes rod items, remove hangers
- [] Organize clothes rod items by season
- [] Take everything off closet floor and vacuum or wash floor
- [] Clean carpet/polish or seal floor if necessary
- [] Replace floor items in an orderly arrangement according to season
- [] Make plans to get rid of any unused furniture or exercise equipment
- [] Put screens back in when dry
- [] Re-hang curtains or blinds when ready
- [] Address your Pitch-Put Away-Donate boxes right away

