

Room	Activity	Minimum	Optimal	Evaluation Question
All Rooms	Clutter Control	Weekly	Daily	How much daily clutter accumulates in my house? Can it wait a week, or will it be overwhelming then?

Room	Activity	Minimum	Optimal	Evaluation Question
Kitchen	Sink	daily	daily	Do this before going to bed at night - you will feel so much better in the morning walking into a clean kitchen, I guarantee it!
Kitchen	Counter	daily	daily	
Kitchen	Floor	weekly	daily	Do you have babies or toddlers crawling on the floor? If not - does your floor hide the dirt, or can you see every spill and speck?
Kitchen	Stovetop - smooth-top electric	weekly	daily	How much baked-on mess do we make on the stove top? How much harder is it to clean off if I do it less often?
Kitchen	Stovetop - standard gas	weekly	daily	How much baked-on mess do we make on the stove top? How much harder is it to clean off if I do it less often?
Kitchen	Microwave exterior	weekly	daily	How dirty does it get, and how much does it show?
Kitchen	Garbage container	weekly	weekly	Make it a habit whenever you change the bag.
Kitchen	Wash Linens	weekly	weekly	Clean kitchen linens will help prevent streaks and cross-contamination of surfaces
Kitchen	Spot clean walls	monthly	weekly	How dirty does it get, and how much does it show?
Kitchen	Anythings that sits on the counter	monthly	weekly	How much sticky or greasy residue builds up on them?
Kitchen	Fridge exterior	monthly	weekly	How dirty does it get, and how much does it show?
Kitchen	Stovetop - standard electric	monthly	weekly	How much baked-on mess do we make on the stove top? How much harder is it to clean off if I do it less often?
Kitchen	Microwave interior	monthly	weekly	How much cooked-on mess is there? How much harder is it to clean off if I do it less often? This is an easy job if you do it often enough.
Kitchen	Garberator	monthly	weekly	How much do I use it? Cleaning will eliminate bad smells in the kitchen.
Kitchen	Door-fronts and handles	quarterly	monthly	How many dirty fingers touch my cabinets every day? How much does it show?
Kitchen	Fridge interior	quarterly	monthly	Bad smells mean that there is bacteria growing in there - for the sake of your health, don't cover it up - clean it up.
Kitchen	Dishwasher interior	quarterly	monthly	If you have hard water - do this more often. If you have really hard water, you may even need to do it weekly.
Kitchen	Baseboards, doors and frames	quarterly	monthly	How much accumulation do you get on your baseboards? If you do it more often you can treat it like dust, otherwise it takes longer.
Kitchen	Windows	quarterly	monthly	How much accumulation do you get on your windows? The more you get, the more often they should be cleaned - wash any curtains at the same time.
Kitchen	Clean & Organize Drawers	quarterly	monthly	How many crumbs and how much junk tends to accumulate? Do things get put back in the right drawers?
Kitchen	Oven	semi-annually	quarterly	How much do you use your oven? How messy does it get? A dirty oven will generate lots of smoke when you use it. The dirt in the smoke will them accumulate on your walls. Easier to clean the oven than the walls and ceiling I'm thinking!
Kitchen	Clean & Organize Cupboards	annually	semi-annually	Do you know what's in your cabinets? Do things go back where they belong? The worse the problem, the more often you need to pull everything out and put it back again.

Room	Activity	Minimum	Optimal	Evaluation Question
Bathroom	Sink	weekly	daily	How many people use this bathroom? Is it accessible to guests? How dirty does it get from everyday use?
Bathroom	Toilet	weekly	daily	How many people use this bathroom? Is it accessible to guests? How dirty does it get from everyday use?
Bathroom	Floor	weekly	daily	Do you have babies or toddlers crawling on the floor? If not - does your floor hide the dirt? Is this room regularly used by guests?
Bathroom	Change Towels	weekly	weekly	Some people use a clean towel every time they shower. If you are one of those that's fine, although unnecessary. Count one towel per person per week - any longer than that and they start to smell bad.
Bathroom	Tub/Shower	semi-monthly	weekly	How many people use this bathroom? How dirty does it get from everyday use? How hard is your water?
Bathroom	Baseboards, doors and frames	semi-monthly	weekly	How much accumulation do you get on your baseboards? If you do it more often you can treat it like dust, otherwise it takes longer.
Bathroom	Spot clean walls	semi-monthly	weekly	How dirty does it get, and how much does it show?
Bathroom	Clean & Organize Drawers	quarterly	monthly	How much loose hair, fingernail and other grooming by-products end up in these drawers? How much junk made its way into the drawer?
Bathroom	Windows	quarterly	monthly	How much accumulation do you get on your windows? The more you get, the more often they should be cleaned - wash any curtains at the same time.
Bathroom	Clean & Organize Cupboards	semi-annually	quarterly	How much stuff gets tossed here? How many people use this bathroom? Do they put everything back where they found it? Do opened containers get spilled? Can you usually find what you are looking for?

Room	Activity	Minimum	Optimal	Evaluation Question
Living Room	Vacuum Floor	weekly	weekly	Keeps carpets and hard surface flooring from damage.
Living Room	Dust	monthly	weekly	How long does it take before you can write your name on the coffee table?
Living Room	Wash hard surface floor	monthly	weekly	How often do you need to dust? Wash your hard-surface floors at least that often.
Living Room	Vacuum soft furnishings	quarterly	monthly	Pick up the cushions, if it's not pretty under there, with crumbs in the creases, time for a vacuum. Sand and crumbs lurking in your furniture will cause the fabric to wear out much faster.
Living Room	Baseboards, doors and frames	quarterly	monthly	How much accumulation do you get on your baseboards? If you do it more often you can treat it like dust, otherwise it takes longer.
Living Room	Spot clean walls	quarterly	monthly	How dirty does it get, and how much does it show?
Living Room	Clean & Organize Cupboards	semi-annually	quarterly	Can you still find what you need? How long does it take before you would be embarrassed to have a friend open the cabinet doors?
Living Room	Clean & Organize Drawers	semi-annually	quarterly	Can you still find what you need? How long does it take before you would be embarrassed to have a friend open the drawers?
Living Room	Windows	semi-annually	quarterly	How much accumulation do you get on your windows? The more you get, the more often they should be cleaned - wash any curtains at the same time.
Living Room	Wash curtains	annually	semi-annually	The more often you have to dust, the more often you should wash the curtains. Go longer between washes with a careful vacuum - especially for curtains that have to go to the dry-cleaner!

Room	Activity	Minimum	Optimal	Evaluation Question
Formal Dining Room	Clean table	weekly	every use	
Formal Dining Room	Vacuum Floor	weekly	weekly	Keeps carpets and hard surface flooring from damage.
Formal Dining Room	Dust	monthly	weekly	How long does it take before you can write your name on the table?
Formal Dining Room	Wash hard surface floor	monthly	weekly	Do you have babies or toddlers crawling on the floor? If not - does your floor hide the dirt? Is this room regularly used by guests?
Formal Dining Room	Baseboards, doors and frames	quarterly	monthly	How much accumulation do you get on your baseboards? If you do it more often you can treat it like dust, otherwise it takes longer.
Formal Dining Room	Spot clean walls	quarterly	monthly	How dirty does it get, and how much does it show?
Formal Dining Room	Windows	semi-annually	quarterly	How much accumulation do you get on your windows? The more you get, the more often they should be cleaned - wash any curtains at the same time.
Formal Dining Room	China Cabinet Clean & Organize	semi-annually	quarterly	Can you still find what you need? How long does it take before you would be embarrassed to have a friend open the doors?

Room	Activity	Minimum	Optimal	Evaluation Question
Master Bedroom	Laundry	weekly	weekly	
Master Bedroom	Sheets/pillowcases	semi-monthly	weekly	
Master Bedroom	Vacuum Floor	monthly	weekly	Keeps carpets and hard surface flooring from damage.
Master Bedroom	Dust	monthly	weekly	How long does it take before you can write your name on the dresser top?
Master Bedroom	Wash hard surface floor	monthly	weekly	Do you have babies or toddlers crawling on the floor? If not - does your floor hide the dirt? Is this room regularly used by guests?
Master Bedroom	Bedside Tables Organize	monthly	weekly	
Master Bedroom	Baseboards, doors and frames	quarterly	monthly	How much accumulation do you get on your baseboards? If you do it more often you can treat it like dust, otherwise it takes longer.
Master Bedroom	Blankets/Quilts	quarterly	monthly	
Master Bedroom	Spot clean walls	quarterly	monthly	How dirty does it get, and how much does it show?
Master Bedroom	Closet	semi-annually	quarterly	Can you still find what you need? How long does it take before you would be embarrassed to have a friend open the doors?
Master Bedroom	Clean & Organize Drawers	semi-annually	quarterly	Can you still find what you need? How long does it take before you would be embarrassed to have a friend open the drawers?
Master Bedroom	Windows	semi-annually	quarterly	How much accumulation do you get on your windows? The more you get, the more often they should be cleaned - wash any curtains at the same time.

Room	Activity	Minimum	Optimal	Evaluation Question
Kids Bedrooms	Sheets/pillowcases	weekly	as needed	bed-wetters, sick kids will need their sheets changed more often
Kids Bedrooms	Toys Organize	weekly	daily	Can the kids still find and play with their toys? Are they at risk of being broken?
Kids Bedrooms	Laundry	weekly	weekly	
Kids Bedrooms	Bedside Tables Organize	semi-monthly	weekly	Can you still find what you need? How long does it take before you would be embarrassed to have a friend open the drawers?
Kids Bedrooms	Vacuum Floor	monthly	weekly	Keeps carpets and hard surface flooring from damage.
Kids Bedrooms	Dust	monthly	weekly	How long does it take before you can write your name on the dresser top?
Kids Bedrooms	Wash hard surface floor	monthly	weekly	Do you have babies or toddlers crawling on the floor? If not - does your floor hide the dirt? Is this room regularly used by guests?
Kids Bedrooms	Baseboards, doors and frames	quarterly	monthly	How much accumulation do you get on your baseboards? If you do it more often you can treat it like dust, otherwise it takes longer.
Kids Bedrooms	Blankets/Quilts	quarterly	monthly	
Kids Bedrooms	Spot clean walls	quarterly	monthly	How dirty does it get, and how much does it show?
Kids Bedrooms	Closet Organize	semi-annually	quarterly	Can you still find what you need? How long does it take before you would be embarrassed to have a friend open the doors?
Kids Bedrooms	Clean & Organize Drawers	semi-annually	quarterly	Can you still find what you need? How long does it take before you would be embarrassed to have a friend open the drawers?
Kids Bedrooms	Windows	semi-annually	quarterly	How much accumulation do you get on your windows? The more you get, the more often they should be cleaned - wash any curtains at the same time.

Room	Activity	Minimum	Optimal	Evaluation Question
Family Room	Toys Organize	weekly	daily	How messy is it? Can you live with it?
Family Room	Vacuum Floor	weekly	weekly	Keeps carpets and hard surface flooring from damage.
Family Room	Dust	monthly	weekly	How long does it take before you can write your name on the coffee table?
Family Room	Wash hard surface floor	monthly	weekly	Do you have babies or toddlers crawling on the floor? If not - does your floor hide the dirt? Is this room regularly used by guests?
Family Room	Vacuum soft furnishings	quarterly	monthly	How active is your household? How quickly does the furniture get dirty?
Family Room	Baseboards, doors and frames	quarterly	monthly	How much accumulation do you get on your baseboards? If you do it more often you can treat it like dust, otherwise it takes longer.
Family Room	Spot clean walls	quarterly	monthly	How dirty does it get, and how much does it show?
Family Room	Clean & Organize Cupboards	semi-annually	quarterly	Can you still find what you need? How long does it take before you would be embarrassed to have a friend open the doors?
Family Room	Clean & Organize Drawers	semi-annually	quarterly	Can you still find what you need? How long does it take before you would be embarrassed to have a friend open the drawers?
Family Room	Windows	semi-annually	quarterly	How much accumulation do you get on your windows? The more you get, the more often they should be cleaned - wash any curtains at the same time.
Family Room	Wash curtains	annually	semi-annually	As required depending on how dirty they get.

Room	Activity	Minimum	Optimal	Evaluation Question
Laundry Room	Washer and dryer exterior	monthly	weekly	
Laundry Room	Wash hard surface floor	monthly	weekly	Do you have babies or toddlers crawling on the floor? If not - does your floor hide the dirt? Is this room regularly used by guests?
Laundry Room	Washer and dryer interior	quarterly	monthly	
Laundry Room	Baseboards, doors and frames	quarterly	monthly	How much accumulation do you get on your baseboards? If you do it more often you can treat it like dust, otherwise it takes longer.
Laundry Room	Clean & Organize Cupboards	semi-annually	quarterly	Can you still find what you need? How long does it take before you would be embarrassed to have a friend open the doors?
Laundry Room	Clean & Organize Drawers	semi-annually	quarterly	Can you still find what you need? How long does it take before you would be embarrassed to have a friend open the drawers?
Laundry Room	Windows	semi-annually	quarterly	How much accumulation do you get on your windows? The more you get, the more often they should be cleaned - wash any curtains at the same time.
Laundry Room	Spot clean walls	semi-annually	quarterly	How dirty does it get, and how much does it show?

Room	Activity	Minimum	Optimal	Evaluation Question
Storage Room	Vacuum,/Dust	semi-annually	quarterly	
Storage Room	Floor	semi-annually	quarterly	How dirty does it really get in here? What are the sources of dirt build up? Is the cement floor sealed?
Storage Room	Organize the stuff	annually	seasonally	How long does it take to get disorganized and things are hard to find?

Room	Activity	Minimum	Optimal	Evaluation Question
Guest Room	Dust	monthly	weekly	How long does it take before you can write your name on the dresser top?
Guest Room	Sheets/pillowcases	quarterly	each use	
Guest Room	Baseboards, doors and frames	quarterly	monthly	How much accumulation do you get on your baseboards? If you do it more often you can treat it like dust, otherwise it takes longer.
Guest Room	Vacuum Floor	quarterly	monthly	Keeps carpets and hard surface flooring from damage.
Guest Room	Baseboards, doors and frames	quarterly	monthly	How much accumulation do you get on your baseboards? If you do it more often you can treat it like dust, otherwise it takes longer.
Guest Room	Wash hard surface floor	quarterly	monthly	Do you have babies or toddlers crawling on the floor? If not - does your floor hide the dirt? Is this room regularly used by guests?
Guest Room	Windows	semi-annually	quarterly	How much accumulation do you get on your windows? The more you get, the more often they should be cleaned - wash any curtains at the same time.
Guest Room	Blankets/Quilts	semi-annually	quarterly	
Guest Room	Closet Organize	semi-annually	quarterly	Can you still find what you need? How long does it take before you would be embarrassed to have a friend open the doors?
Guest Room	Clean & Organize Drawers	semi-annually	quarterly	Can you still find what you need? How long does it take before you would be embarrassed to have a friend open the drawers?
Guest Room	Bedside Tables Organize	semi-annually	quarterly	Can you still find what you need? How long does it take before you would be embarrassed to have a friend open the drawers?
Guest Room	Spot clean walls	semi-annually	quarterly	How dirty does it get, and how much does it show?

Room	Activity	Minimum	Optimal	Evaluation Question
Home Office/Craft Room	Vacuum Floor	weekly	weekly	Keeps carpets and hard surface flooring from damage.
Home Office/Craft Room	Dust	monthly	weekly	How long does it take before you can write your name on the desk top?
Home Office/Craft Room	Wash hard surface floor	monthly	weekly	Do you have babies or toddlers crawling on the floor? If not - does your floor hide the dirt? Is this room regularly used by guests?
Home Office/Craft Room	Desk Drawers/shelves Organize	monthly	weekly	Can you still find what you need? How long does it take before you would be embarrassed to have a friend open the drawers?
Home Office/Craft Room	Desk Top Organize	monthly	weekly	
Home Office/Craft Room	Vacuum soft furnishings	quarterly	monthly	
Home Office/Craft Room	Baseboards, doors and frames	quarterly	monthly	How much accumulation do you get on your baseboards? If you do it more often you can treat it like dust, otherwise it takes longer.
Home Office/Craft Room	Spot clean walls	quarterly	monthly	How dirty does it get, and how much does it show?
Home Office/Craft Room	Clean & Organize Cupboards	semi-annually	quarterly	Can you still find what you need? How long does it take before you would be embarrassed to have a friend open the doors?
Home Office/Craft Room	Windows	semi-annually	quarterly	How much accumulation do you get on your windows? The more you get, the more often they should be cleaned - wash any curtains at the same time.
Home Office/Craft Room	Files Organize	semi-annually	quarterly	Can you still find what you need?
Home Office/Craft Room	Wash curtains	annually	semi-annually	

Room	Activity	Minimum	Optimal	Evaluation Question
Linen Closet	Organize	annually	semi-annually	Can you still find what you need? How long does it take before you would be embarrassed to have a friend open the doors?
Broom Closet	Organize	semi-annually	quarterly	Can you still find what you need? How long does it take before you would be embarrassed to have a friend open the doors?
Guest Foyer (front?)	Neaten closet	monthly	weekly	Can you still find what you need? How long does it take before you would be embarrassed to have a friend open the doors?
Guest Foyer (front?)	Wash hard surface floor	monthly	weekly	Do you have babies or toddlers crawling on the floor? If not - does your floor hide the dirt? Is this room regularly used by guests?
Guest Foyer (front?)	Spot clean walls	monthly	weekly	How dirty does it get, and how much does it show?
Guest Foyer (front?)	Baseboards, doors and frames	quarterly	monthly	How dirty does it get, and how much does it show?
Family Foyer (back?)	Neaten closet	monthly	weekly	Can you still find what you need? How long does it take before you would be embarrassed to have a friend open the doors?
Family Foyer (back?)	Wash hard surface floor	monthly	weekly	Do you have babies or toddlers crawling on the floor? If not - does your floor hide the dirt? Is this room regularly used by guests?
Family Foyer (back?)	Spot clean walls	monthly	weekly	How dirty does it get, and how much does it show?
Family Foyer (back?)	Baseboards, doors and frames	quarterly	monthly	How dirty does it get, and how much does it show?