

# ALPS Cleaning/Decluttering Checklist

## All Rooms

- Remove anything that doesn't belong in the room.
- Dust and vacuum light fixtures, lampshades, ceiling fans and air vents.
- Vacuum, wipe down or wash window coverings.
- Wash windows and window frames.
- Dust and polish furniture.
- Dust artwork, books and décor.
- Vacuum behind and under furniture.
- Vacuum and wash floors and vent covers.
- Wipe down baseboards and doors, and remove all scuffing.
- Shampoo carpets.
- Make drywall repairs and touch up paint.
- Lubricate squeaky door hinges.
- Replace light bulbs if burnt out.
- Empty and wash trash cans.

## Kitchen

- Check food expiry dates and throw out any expired food.
- Empty the fridge and wipe down shelves, drawers and sides.
- Clean the oven and the stovetop, including drip bowls under the elements.
- Clean microwave and dishwasher.
- Wipe down small appliances and empty the toaster crumb tray.
- De-scale coffee maker and tea kettle.
- Empty and wipe down drawers, cabinets and pantry, including handles and knobs.
- Don't put back kitchen items that are broken or that you never use.
- Wash backsplash and under the vent hood.
- Wipe down counters and shelves.
- Scrub kitchen sink and shine faucets.
- Clean under and behind the fridge and stove.

## Dining Room

- Dust and polish table and chairs.
- Wash table cloths.

## Living/Family Room

- Clean television and computer screens.
- Disinfect remote controls and gaming controllers.
- Vacuum furniture, removing cushions and cleaning all nooks and crannies.
- Condition/clean leather furniture.
- Organize or recycle magazines.
- Organize children's toys.
- Organize video games and movies.
- Clean pet beds and toys.

## Bathrooms

- Clean bathtub and/or shower including fixtures and shower head.
- Replace shower curtain liner if necessary.
- Wash bath mats.
- Wash sinks, faucets and mirrors.
- Empty and clean under sink.
- Empty and wipe down cabinets. Discard expired cosmetics and medications.
- Find locations in your area that accept expired medications and medication bottles.
- Clean toilet, including the tank and base.

## Bedrooms

- Flip, rotate and vacuum your mattress.
- Wash all bedding including pillows.
- Empty and wipe down dresser drawers.
- Refold and organize drawer items (purge damaged, unused or outgrown items).
- Organize and purge items from closet.
- When vacuuming, be sure to clean under the bed and in the closet.

## Laundry Room

- Clean inside washing machine, including soap and fabric softener dispensers.
- Clean dryer vent.
- Dust behind appliances.
- Organize laundry soap and other cleaning products.

## Mud Room

- Store out of season coats and shoes.
- Put any other items away neatly.