

Daily Tasks *Checklist*

Kitchen

The cleaning of the kitchen is a three-times-a-day job. When a meal is over the dishes should be washed and the kitchen straightened up before you go about other household work.

Remove dishes from the table, scrape, and rinse under the faucet if they need it. Stack them neatly at one side of the sink.

Put away foods that belong in the refrigerator.

Clear away waste food. Get rid of grounds from coffee or tea pot and empty cooking utensils which have been soaking during the meal.

Clean sink so that it will be ready for dishwashing.

Prepare dishwater and wash, dry and put away dishes

Sweep the kitchen floor at least once daily.

Last, empty the waste-paper basket and garbage container and put a clean liner or garbage bag in the garbage container.

Daily Tasks *Checklist*

Dining Room

Dust furniture and lamps. Return anything which is out of place.

Use a carpet sweeper or vacuum cleaner after each meal so that crumbs will not remain on the floor covering and make stains.

Bedroom

Hang up night clothes and put away slippers.

Make the beds.

Straighten up the bureau, chest of drawers and vanity top.

Dust if necessary

At least once between weekly cleanings use your vacuum cleaner and attachments for removing dust, or use a push broom, dust mop, dustpan and duster.

Daily Tasks *Checklist*

Bathroom

Replace soiled towels with clean ones. To prevent mildew, be sure to dry out damp towels before they are put into the hamper.

Wash basin and faucets with household cleanser, water softener or one of the new multi-purpose cleaners.

Clean bathtub and spread out shower curtain until dry.

At least once between weekly cleanings clean the toilet bowl.

Livingroom

Take faded flowers and discarded papers and magazines to the kitchen for disposal. To save steps use a paper bag for collecting ashes, flower petals, candy wrappings and discarded mail.

Dust furniture and lamps, and plump-up pillows. Stack magazines and return anything which is out of place.

Give floors and rugs whatever care they need to make them look presentable. Use your carpet sweeper or your vacuum cleaner to remove surface litter.

At least once between weekly cleanings use your vacuum cleaner and attachments for removing dust, or use a push broom, dust mop, dustpan and duster.