

# Declutter, Organize & Clean Your Home

A place for everything, and everything in its place.

## The Kitchen

\_\_\_ **Counters:** clear and clean as you go, daily

\_\_\_ **Microwave:** wipe down after each use; clean monthly

\_\_\_ **Stove, oven:** clean after each use by wiping surfaces; deep clean every six months including behind the stove

\_\_\_ **Cabinets:**

- **Food:** check expiration dates once a month in pantry and refrigerator

These can be checked every 3 months. First empty the cabinet, wipe and clean before returning items to the cabinet:

- Mugs, travel cups
- Stemware, glasses
- Under the sink
- Pots, pans
- Plastic food storage

\_\_\_ **Coffeemaker:** wash and rinse after each use; descale as needed

\_\_\_ **Drawers:** These can be checked every 3 months. First empty the drawer, wipe and clean before returning items.

• **Silverware**

• **Towels, pot holders**

• **Junk**

\_\_\_ **Refrigerator, freezer:** wipe spills as they happen; empty and deep clean once a month when checking expiration dates; preferably before getting groceries; reorganize food

\_\_\_ **Floor:** sweep after each meal; wipe up spills as they happen; wash once a week; deep clean monthly

\_\_\_ **Trash:** take it out daily; sanitize trash can weekly

\_\_\_ **Dishes:** run the dishwasher when it's full; handwash after each meal; put dishes away in the morning

\_\_\_ **Sink:** rinse after each use; wash nightly; deep clean monthly including garbage disposal

\_\_\_ **Small appliances:** such as the toaster, need to be wiped after each use and deeper cleaning once a month

\_\_\_ **Range hood & filter:** monthly to get rid of grease accumulation and odors

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