~ Spring Cleaning Checklist ~

Office

Ceiling and corners
- Remove cobwebs from ceiling and corners
- Dust and wash light fixtures and vents (ceiling, walls)
- Change light bulbs where required

Walls, windows and doors
- Light switch plates, door knobs and power outlets wiped (points of contact)
- Wipe door, door frame, door threshold
- Dust and clean the frame and glass of all frames
- Spot clean walls as required to remove marks and fingerprints
- Shades, curtains, blinds, drapes, valences washed and/or dusted
- Wipe window sills, tracks and frames
- Clean and/or repair window screens and wash window panes

Furniture

For each piece of furniture, do the following:
- Remove all items (accessory, décor piece etc.) off the furniture, decide if you want to donate or discard (or permanently move) any items
- Clean underneath the furniture – if safe to do so, pull out the piece to get at the dust bunnies underneath and behind
- Place felt pads on furniture if possible to make future moves easier
- Clean the piece of furniture; dust and polish the tops, side and legs of each piece
- Sort through junk drawers/pile/bowl (keep, donate, discard), clean the drawer/bowl and replace all kept items neatly
- Dust and replace each item (accessory, lamp, décor piece etc.) where it belongs
- Vacuum office chair, wipe down arm rests and base
- Wipe clean garbage, recycling and shredder bins

Electronics and computer equipment
- Sort through CDs, boxes, old electronics etc. and donate or discard ones you no longer need
- Clean electronics well (keyboard, monitor, mouse, phone, printer, laptop or CPU, wires, speakers, etc.)

Desktop tasks (real and virtual)
- Shred old papers, file important ones
- Purge and store old newspapers, magazines letters and cards
- Place all photos in a photo album
- Re-organize your computer desktop (delete old documents or move things to organized online files)

Floor
- Clean baseboards
- Carpets steam cleaned and/or deodorized with baking soda
- Rugs washed (professionally or at home), area under rug included
- Clean floors

Products I need:

Start time/end time:

Notes: