



CLEAN MY SPACE

THE CLEANEST PLACE ON THE NET

How To Clean Your Room

Here's a basic outline of our tried and true room cleaning method. You can add in additional tasks on an as needed basis or a couple times per year.

Melissa's 3 Room Cleaning Rules

Rule 1 - Get in the right headspace

Commit 20-30 minutes to give your room the attention it needs and get in the mood for it. Pick your music ahead of time, get a drink, go to the bathroom, and then get cleaning.

Rule 2: Use the right tools and products, and have them all with you

Select items that you need, nothing more and nothing less, just enough to be efficient (see list below). Gather up the items and take them to the room, *don't leave one item out*.

Rule 3: Have a Method

Have a plan! Remember to work clockwise and stay on course, that way you won't need to remember what you have and have not cleaned. Always clean from top to bottom too, that's the direction dust falls!

Tools and Products

- 3 Microfiber cloths for dusting, cleaning and polishing.
- Glass cleaning cloth, for mirrors and windows
- Vacuum (mop if you have hardwood floors)
- All purpose cleaner
- Glass cleaner
- Disinfectant (points of contact) - if you wish
- Garbage bag, bag for recyclables
- Mop pole, hair elastic
- Fresh linens - if you wish

The 3 Waves of Clean

Use the 3 wave system, which will tackle tidying, cleaning, and floors. You'll always work clockwise, so pick a starting point (12 O'Clock). Your bedroom door is a great starting point!

First wave

***Focus on:* garbage, laundry, organizing**

***Tools and products:* garbage / recycling bag, laundry basket**

Scan the room from top to bottom, section by section, looking for garbage and recyclables (which you'll toss), clean laundry (which you'll place on the bed), and dirty clothing (which you'll pile on the floor). As you move around, straighten and tidy each area, lining items up parallel and perpendicular to the edges of the furniture. Finish this wave up by folding those clothes and making the bed. Put the clothes away before you move on to the second wave.

Second wave

***Focus on:* dusting, cleaning, polishing**

***Tools and products:* microfiber cloths, all-purpose cleaner, disinfectant (optional), glass cleaning cloth, glass cleaner, mop pole, hair elastic**

Back to 12 O'Clock, start by high dusting to get rid of cobwebs from your ceiling, corners, vents and door frames. Then, when you get back to your starting point, take your microfiber cloths and all-purpose cleaner and work your way around the room, scanning from top to bottom and cleaning all horizontal surfaces. Any time you see a point of contact (use the disinfectant if you wish), fingerprint, mark, decor item or piece of furniture while scanning, you stop to clean it. Support hanging items with one hand while cleaning it with the other. Remember to clean mirrors with glass cleaner, and you can include your windows if you wish. When cleaning furniture, remove all items, clean the surface, and then replace each item one by one, cleaning each item as you replace it. Finally, when you get back to your starting point, finish up with using your long duster to clean the baseboards quickly.

Third wave

***Focus on:* changing and removing garbage bags, and floors**

***Tools and products:* vacuum (and mop)**

Start by emptying your garbage and replacing the bag (if you have one if you your room). Place the garbage and recycling bags, dirty laundry and rogue item pile by the door. Then, you'll begin vacuuming. For a more detailed clean, use the vacuum attachments to get into the crevices.

For more details, visit: www.cleanmyspace.com

Congratulations!