

Bathroom Micro-Task Cleaning Checklist

Zone	Task
<i>Sink & Counter</i>	<input type="checkbox"/> Clear items from the counter <input type="checkbox"/> Wipe mirror <input type="checkbox"/> Wipe sink basin <input type="checkbox"/> Wipe faucet handles <input type="checkbox"/> Wipe counter surface <input type="checkbox"/> Put items back neatly
<i>Toilet</i>	<input type="checkbox"/> Add cleaner to toilet bowl <input type="checkbox"/> Wipe toilet seat (top and bottom) <input type="checkbox"/> Scrub toilet bowl <input type="checkbox"/> Wipe outside of toilet <input type="checkbox"/> Flush
<i>Shower / Tub</i>	<input type="checkbox"/> Spray shower walls <input type="checkbox"/> Scrub shower walls <input type="checkbox"/> Scrub tub or shower floor <input type="checkbox"/> Rinse
<i>Floor & Finishing</i>	<input type="checkbox"/> Empty trash <input type="checkbox"/> Replace trash liner

Entryway Micro-Task Cleaning Checklist

Zone	Task
<i>Drop Zone</i>	<input type="checkbox"/> Pick up shoes <input type="checkbox"/> Put bags and coats away <input type="checkbox"/> Put loose items in their place
<i>Surface Zone</i>	<input type="checkbox"/> Wipe entry table or shelf <input type="checkbox"/> Wipe door handle <input type="checkbox"/> Wipe light switch
<i>Floor Zone</i>	<input type="checkbox"/> Shake out mat or rug <input type="checkbox"/> Sweep or vacuum floor

Living Room Micro-Task Cleaning Checklist

Zone	Task
<i>Tidy Zone</i>	<input type="checkbox"/> Pick up items and clutter <input type="checkbox"/> Put items where they belong
<i>Surface Zone</i>	<input type="checkbox"/> Dust tables and shelves <input type="checkbox"/> Wipe coffee table
<i>Comfort Zone</i>	<input type="checkbox"/> Straighten pillows <input type="checkbox"/> Fold blankets
<i>Floor Zone</i>	<input type="checkbox"/> Vacuum or sweep floor

Kitchen Micro-Task Cleaning Checklist

Zone	Task
<i>Counter Zone</i>	<input type="checkbox"/> Clear counters <input type="checkbox"/> Wipe counters <input type="checkbox"/> Wipe backsplash
<i>Sink Zone</i>	<input type="checkbox"/> Wash remaining dishes <input type="checkbox"/> Wipe sink basin <input type="checkbox"/> Wipe faucet handles
<i>Appliance Zone</i>	<input type="checkbox"/> Wipe stovetop <input type="checkbox"/> Wipe microwave interior <input type="checkbox"/> Wipe appliance fronts
<i>Dish Zone</i>	<input type="checkbox"/> Load or unload dishwasher
<i>Floor Zone</i>	<input type="checkbox"/> Sweep or vacuum floor

Bedroom Micro-Task Cleaning Checklist

Zone	Task
<i>Bed Zone</i>	<input type="checkbox"/> Make bed
<i>Clothing Zone</i>	<input type="checkbox"/> Put clothes in hamper <input type="checkbox"/> Put away clean clothes
<i>Surface Zone</i>	<input type="checkbox"/> Clear nightstand <input type="checkbox"/> Wipe surfaces
<i>Floor Zone</i>	<input type="checkbox"/> Vacuum or sweep floor

Laundry Area Micro-Task Cleaning Checklist

Zone	Task
<i>Laundry Zone</i>	<input type="checkbox"/> Start or switch laundry <input type="checkbox"/> Fold clean laundry <input type="checkbox"/> Put folded laundry away
<i>Surface Zone</i>	<input type="checkbox"/> Wipe washer and dryer tops
<i>Floor Zone</i>	<input type="checkbox"/> Sweep or vacuum floor