

Master Mini Task List

General

- Wipe down light switches
- Wipe down door knobs and handles
- Check for burned out lightbulbs and replace
- Gather up items that don't belong in X room, place in basket and have owner retriever or put away later
- Shake out mats and rugs
- Tidy up entryway—the area shoes, backpacks and *Honey, I'm home* items tend to accumulate
- Vacuum entryway
- Go through mail [keep / discard]
- File papers, bills, etc.
- Tidy up the 'junk drawer'
- Keep a running shopping list so it's accurate and prepared for shopping day
- Remove clutter from car
- Put 'next day' items in car: stuff for work, school, after school, dry cleaning, donations

Kitchen

- Go through fridge and discard anything old or expired
- Start a shopping list with items you are low on [almost out of mustard, juice, etc.]
- Wipe down interior and exterior of fridge
- Wipe down interior and exterior of microwave
- Wipe down interior and exterior of appliances [coffee maker, toaster, stove top, etc.]
- Wipe down countertops
- Wipe down cabinets
- Straighten pantry shelves and cupboards
- Refill canisters [sugar, flour, spices]
- Restock napkins, paper towels, paper plates
- Add low inventory items to your shopping list
- Shake out rugs and mats
- Use vacuum hose to clean crumbs and debris from hard to reach places [under the fridge and oven, beneath cabinets and baseboards]
- Sweep / vacuum kitchen
- Prepare morning coffee
- Auto-run oven clean

Family Room

- Gather up items that don't belong, place in basket and have owner retriever or put away later
- Straighten, flip and fluff sofa cushions and pillows
- Tidy up common items: remote, coasters, fold blankets, straighten magazines

- Wipe down electronics
- Dust main surface areas
- Use vacuum hose to clean crumbs and debris from hard to reach places [mantle, under sofa and tables]
- Vacuum room

Laundry

- Complete a light load of laundry; i.e. wash, dry, fold and put away towels
- Sort dirty clothes and transport to laundry room so it's there and ready
- Wash sneakers [remove laces, wash, air-dry]
- Clean washing machine: 1 cup of baking soda on these settings: largest load, hottest temp, longest time
- Check / remove lint from dryer
- Tidy up any countertops, shelves or cabinets
- Check inventory levels [detergents, cleaning products, etc.] and add any needs to shopping list
- Wipe down fronts and tops of washer / dryer
- Wipe down cabinets and any other surfaces

Bedroom

- Have at least 2 sets of sheets, one set in use and another clean set stored [tip]
- Wash and dry any top layer bedding or blankets
- Wipe down electronics
- Wipe down blinds
- Wipe down baseboards
- Dust main surface areas
- Clean interior windows
- Vacuum bedroom

Bathroom

- Tidy up vanity and cabinets
- Refill soap dispensers
- Restock toilet paper, feminine products, etc.
- Check inventory and add any depleted or low items to shopping list
- Shake out rugs and mats
- Clean mirrors
- Wipe down faucets and countertops
- Wipe down light switches
- Wipe down baseboards
- Wipe down toilet basins
- Pour cleaning agent into toilets, come back later, to scrub and flush
- Vacuum bathroom