



Seasonal Cleaning and Maintenance Checklist

Exterior

- _ Remove leaves and debris from gutters and downspouts.
- _ Pressure-wash wood siding to prevent mold.
- _ Check the exterior paint for bare spots.
- _ Inspect and replace exterior sealants.
- _ Check window and door sills for leaks where necessary.
- _ Clean air-conditioning unit.
- _ Check the foundation.
- _ Trim trees and shrubbery. Prune where necessary.
- _ Check the sprinkler system.
- _ Check all decks for loose boards, railings, and stairs.
- _ Inspect the condition of the roof.
- _ Check window screens.
- _ Check fences and gates.
- _ Check the automatic garage door opener.
- _ Examine the septic system for flooding or unusual odor.
- _ Check the latches on storm windows.
- _ Inspect the grading around the house to make sure that water drains away from the house on all sides.
- _ Check outside walls for damaged wood.
- _ Check exterior doors and windows.
- _ Check the roof for missing shingles.
- _ Check the condition of the patio furniture.
- _ Remove leaves from around the house.
- _ Clean or replace door mats.
- _ Clean barbeque grill.

Kitchen

- _ Clean and seal tile and grout.
- _ Check and fix leaky taps.
- _ Deep clean the oven and stove tops.
- _ Clean out the refrigerator, freezer, pantry, and cabinets.
- _ Clean the refrigerator condenser coils.
- _ Check your inventory of spices and condiments (if you provide them) and restock where necessary.
- _ Wipe down the appliances.
- _ Clean the drains.
- _ Wash the inside of the rubbish bin.

Bathroom

- _ Clean and seal tile and grout.
- _ Make sure that all toilets are properly secured to the floor.
- _ Check and fix leaky taps and toilets.
- _ Check the condition of the towels and wash clothes. Do any need to be replaced?
- _ Wash fabric shower curtains.
- _ Replace the shower curtain liner.
- _ Wash bathroom rugs.
- _ Clean the drains.
- _ Vacuum underneath the sink and in the drawers.
- _ Wash the liquid soap container or soap dish.
- _ Replace the toilet brush.
- _ Clean shower doors.
- _ Replace toilet flappers.

Bedrooms

- _ Check the condition of the bedding (linens, pillows, duvets, mattress pads, etc.). Does anything need to be replaced?
- _ Wash the pillows, comforters, mattress pads, etc.
- _ Rotate and flip the mattresses.
- _ Vacuum under the beds and furniture.
- _ Wipe down walls and clean baseboards.

Living Area

- | Steam clean upholstered furniture.
- | Wash and fluff throw pillows.
- | Clean or replace area rugs.

Attic

- _ Check the attic for signs of moisture or damp (i.e. water stains on the underside of the roof sheathing).
- _ Check all wooden materials for mildew and rot.
- _ Look for indications of a pest infestation.

Misc. Interior

- _ Clean out ashes from the fireplace.
- _ Replace the batteries in your smoke detectors.
- Replace batteries in clocks.
- _ Clean furnace ducts.
- _ Change furnace filters.
- _ Check doorframes for square-ness. Inspect door frames.
- _ Check the main electrical panel for rust and/or water marks.
- _ Test circuit breakers.
- _ Inspect fire extinguisher.
- _ Check walls for condensation and mildew.

Supply Cupboard

- _ Restock paper products (toilet paper, paper towels, coffee filters, etc.).
- _ Restock cleaning supplies that you leave for your guests including: all purpose cleaner/disinfectant, dishwasher detergent or tablets, window cleaner,

furniture polish, floor cleaner and spot remover for carpets.

- _ Restock bin liners.
- _ Replace vacuum cleaner bags and provide back-ups.
- _ Check brooms and mops to see if they need replacing.
- _ Be sure you have ample supply of back-up supplies that must be replaced more often, such as extra coffee carafe, back-up TV remote controls, extra batteries, extra pillowcases, extra glassware, etc.

Must-Have Items

- _ Broom, mop, and vacuum.
- _ Various cleaning solutions, including window cleaner, bleach, and disinfectant.
- _ Spare batteries of different sizes.
- _ Toilet brushes near each toilet.
- _ Shovel and ice melt (sand or salt).
- _ Hammer screwdrivers (flat head and Phillips head), nails and screws, pliers, channel locks, and crescent wrench.
- _ Teflon tape for quick plumbing repairs.
- _ A tube of silicone.
- _ Wood glue.
- _ Liquid drain opener.
- _ Extra batteries for smoke detectors and TV remotes.
- _ Light bulbs, in all sizes and watts, including appliance bulbs.
- _ Duct tape.
- _ Extra furnace filters.
- _ Spackle paste and trowel.
- _ Touch-up paint (in a small jar clearly marked), paintbrush, or disposable sponge brush.

General Cleaning Tasks

- _ Spot clean the walls, doorknobs, and light switches.
- _ Consider fresh paint if needed.
- _ Dust the decor (photos, framed art, etc.). Tip: Wash knick-knacks instead of dusting them; they will stay clean longer.
- _ Dust ceiling fans.
- _ Dust the baseboards.
- _ Steam-clean all carpeting.
- _ Look for signs of pests.
- _ Replace the batteries in the smoke and carbon monoxide detectors.
- _ Check the pressure gauge on the fire extinguisher.
- _ Replace furnace and air filters.
- _ Vacuum vents and behind large furniture.
- _ Vacuum the lint trap on the dryer and wash the inside of the washing machine.
- _ Clean the windows.
- _ Wash all curtains, blinds and other window coverings.

Seasonal Cleaning Checklist Spring

- _ Clean, dust, vacuum, and mop each room, including the skirting boards
- _ Wash linens, towels, rugs, carpets, curtains, and blinds

- _ Steam-clean the sofas
- _ Wash windows from the inside and outside
- _ Wash mirrors, and tile walls
- _ Scrub mildew on all tile and grout in bathrooms and kitchen
- _ Unclog and/or clean drains and pipes in bathrooms and kitchen
- _ Clean appliances and rubbish bins inside and out
- _ Clean out fridge and pantry, tossing expired food
- _ Reorganize cabinets, cupboards, and closets
- _ Clean refrigerator coils by unplugging fridge, pulling it away from the wall, and vacuuming the coils on the backside. While you're at it, check and lubricate the gaskets on refrigerator door with Vaseline.
- _ Clean dryer vent
- _ Check light bulbs and change if necessary and clean light globes
- _ Do a major scrub down outside—patio furniture, BBQ grill
- _ Clean and/or replace filters in furnace and air conditioning unit
- _ Schedule chimney and fireplace cleaning and inspection
- _ Schedule pest control

Seasonal Cleaning Checklist Summer

- _ Wash linens, towels, rugs, and carpets
- _ Clean dryer vent
- _ Clean screens on taps and shower heads
- _ Unclog and/or clean drains and pipes in bathrooms and kitchen
- _ Hang white window coverings to reflect sunlight
- _ Check weather stripping on windows and doors
- _ Make sure the air-conditioning unit has optimal shade to decrease utility bills.
- _ Consider planting trees or shrubs nearby to provide additional cover.
- _ Clean and/or replace filters in furnace and air conditioning unit
- _ Clean refrigerator coils and lubricate door gaskets with Vaseline
- _ Close chimney damper if your guests won't use it

Seasonal Cleaning Checklist Autumn

- _ Wash linens, towels, rugs, carpets, curtains, and blinds
- _ Vacuum furniture
- _ Clean refrigerator coils and oil the hinges of the door with Vaseline
- _ Paint walls that need touch ups or makeovers
- _ Clean and seal tile and grout
- _ Unclog and/or clean drains and pipes in bathrooms and kitchen
- _ Clean screens on taps and shower heads
- _ Clean dryer vent
- _ Clean and/or replace filters in furnace and air conditioning unit
- _ Remove all debris from gutters and downspouts
- _ Pressure-wash wood or aluminum siding
- _ Trim trees and bushes

Seasonal Cleaning Checklist Winter

- _ Wash linens, towels, rugs, and carpets
- _ Clean out ashes from the fireplace

- _ Clean dryer vent
- _ Clean screens on taps and shower heads
- _ Unclog and/or clean drains and pipes in bathrooms and kitchen
- _ Clean and/or replace filters in furnace and air conditioning unit
- _ Clean refrigerator coils and lubricate door gaskets with Vaseline
- _ Pest-proof against wildlife by cleaning out cupboards and rubbish bins
- _ Schedule snow removal if necessary

And remember your final task ...

When you've finished all your hard work, sit down, make yourself a cup of tea or pour a glass of wine, and have a well-deserved break.