ADULTING IRL™

Home Reset

A cleaning routine for any home: daily, weekly, monthly, deep clean and seasonal.

This planner belongs to _____

Our home _____

a calm home, one room at a time

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How to Use This Planner

Done is better than perfect. A little every day keeps the house calm.

1. **Daily routine:** a few small jobs morning, day and evening keep the house from piling up.
2. **One room a day:** each room has a day of the week for its weekly jobs (Monday kitchen, Tuesday living areas, and so on).
3. **Zone weeks:** each week of the month has a zone. Spend 15 minutes a day in that week's zone on monthly jobs.
4. **Deep clean:** once or twice a year, work through a room's deep clean list a little at a time.
5. **Monthly, seasonal & upkeep:** the jobs that sneak up on you, like filters and smoke alarm batteries.
6. **Lists:** quick checklists for company coming, supplies, moving in or out, and trips.
7. **Who owns it:** split the mental load. Owning a job means noticing it, planning it and doing it.

Tips

- Skip rooms you don't have. Cross off jobs that don't fit your home.
- Low-energy day? Do the starred jobs only (★) and call it a win.
- Copy the Daily Routine and room pages so you can use them every week.
- Renters: jobs marked "homeowners" are your landlord's. Jobs marked "renters" help protect your deposit.

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Calendar Key

Your whole life in one place, so you can tell whose plans are whose at a glance.

Give each person a color and use that color pen or highlighter for their plans. Add their first letter too, so it's clear even in black and white.

Color	Letter	Name	Their calendars (school, team, work)
Gold			
Blue			
Raspberry			
Green			
Purple			
Orange			

In the free app

The Calendar holds your whole life, not just this planner. It already shows yearly home renewals. You can also add calendar links from school, sports, work, or Google, iPhone and Outlook calendars, import .ics or .csv files, or paste a schedule like "Mon & Wed 3:30-5pm Soccer" or "4th Wed 6pm PTA."

Calendar to bring in	Whose	Where to find the link

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Monthly Calendar

Month _____ Year _____

Sun	Mon	Tue	Wed	Thu	Fri	Sat

Write each plan in that person's color, with their first letter. Copy this page for each month.

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Week at a Glance

One column per person (or one for you, one for work, one for home). Copy this page each week.

Week of

Day	Name: _____	Name: _____	Name: _____	Name: _____
Sun				
Mon				
Tue				
Wed				
Thu				
Fri				
Sat				

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Repeating Plans & Key Dates

Write it once here, then add it to your calendar.

Write anything that happens on a pattern, like every Tuesday, every 2 weeks, the 1st of the month, or the 4th Wednesday or 2nd Saturday of the month.

What	Whose	How it repeats	Time	Until

Dates worth adding

- [ ] Trash and recycling day
- [ ] Filter changes
- [ ] Lease or insurance renewal
- [ ] Deep-clean days
- [ ] Pest control
- [ ] Guests coming

Key dates this year

Date	What	Reminder set?

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Daily Routine

Check each box as you go.

Week of

Job	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Morning							
★ Make your bed							
Get dressed to shoes							
★ Wash dishes / load the dishwasher							
★ Swish & swipe the bathroom							
Start a load of laundry							
Check the calendar & to-do list							
During the day							
Declutter for 15 minutes							
15 minutes in this week's zone							
Dry, fold & put away laundry							
Plan dinner							
Evening							
★ Clean up the kitchen (dishes, wipe counters)							
★ 5-minute house pick-up							
Take out the trash if it's full							
Get ready for tomorrow (clothes, bag, keys)							

★ = the low-energy-day jobs. If that's all you do today, it counts.

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My Weekly Plan

Cross out rooms you don't have and write in your own.

One room a day

Day	Rooms (weekly jobs)
Mon	Kitchen
Tue	Living Room, Bonus Room / Loft
Wed	Primary Bedroom, Kids' Rooms, Guest Room
Thu	Bathrooms, Laundry Area
Fri	Entryway & Dining, Home Office, Pet Area
Sat	Closets & Storage, Garage, Balcony / Patio, Yard & Outdoor
Sun	Rest, reset and plan the week

Zone weeks (15 minutes a day on monthly jobs)

Week of the month	Zone rooms
Week 1	Entryway & Dining, Balcony / Patio, Yard & Outdoor
Week 2	Kitchen, Pet Area
Week 3	Kids' Rooms, Guest Room, Bathrooms, Laundry Area, Home Office
Week 4	Primary Bedroom, Closets & Storage, Garage
Week 5	Living Room, Bonus Room / Loft

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Weekly Jobs

The jobs that come around every week or every few weeks.

Month

Job	Day	How often	Done
Water the plants	Tue	Weekly	☐
Make the meal plan	Wed	Weekly	☐
Pay bills & make appointments	Wed	Weekly	☐
Clean out the car & your bag	Fri	Weekly	☐
Clean out the fridge	Sat	Weekly	☐
Toss expired pantry items	Sat	Weekly	☐
Make the shopping list	Sat	Weekly	☐
Grocery shopping & unload	Sat	Weekly	☐
Wipe light switches & door handles	Sunday	Every 2 weeks	☐
Clean the hallways & stairs	Sunday	Every 2 weeks	☐
Vacuum the car	Sunday	Every 4 weeks	☐
Dust the blinds	Sunday	Every 4 weeks	☐
Clean under furniture	Sunday	Every 4 weeks	☐
Declutter drawers & cabinets	Sunday	Every 4 weeks	☐
Carpet & rug cleaning	Sunday	Every 8 weeks	☐

> **Keep going:** The house doesn't have to be perfect. Done is better than perfect.

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Kitchen

Weekly (Mon)

Job	Wk 1	Wk 2	Wk 3	Wk 4	Wk 5
Clean the sink					
Clean the stovetop					
Wipe the counters & backsplash					
Clean the microwave					
Wipe down appliances					
Wipe the fridge (outside)					
Sweep & mop the floor					
Empty & wipe the trash can					

Monthly (zone week 2)

- [ ] Clean small appliances
- [ ] Clean & disinfect sink and faucet
- [ ] Clean fridge & freezer (inside)
- [ ] Wipe down cabinet fronts
- [ ] Declutter & organize the pantry
- [ ] Clean light fixtures

Deep clean

Started

- [ ] Wipe down doors, handles and countertops
- [ ] Wipe top of fridge; vacuum coils if you can reach
- [ ] Clean the stove and range hood
- [ ] Clean the dishwasher and its filter
- [ ] Descale the coffee maker / kettle
- [ ] Clean and replace shelf liners if needed
- [ ] Degrease and deep clean pantry shelves
- [ ] Scrub sink and faucet with baking soda paste
- [ ] Clean grout in backsplash and floor
- [ ] Mop with a cleaner made for your floor
- [ ] Dust light fixtures; replace burnt-out bulbs
- [ ] Clean windows inside
- [ ] Toss expired food and products

Finished

- [ ] Clean fridge & freezer inside & out
- [ ] Clean the oven inside & out
- [ ] Clean the microwave inside & out
- [ ] Clean toaster, coffee maker, blender & small appliances
- [ ] Empty & clean all shelves and drawers
- [ ] Wipe cabinet doors, handles, and knobs
- [ ] Clean behind and under the fridge and stove
- [ ] Freshen the garbage disposal
- [ ] Sweep corners and under appliances
- [ ] Empty and disinfect the trash can inside and out
- [ ] Spot clean stains and grease splatters
- [ ] Wash curtains or wipe down blinds
- [ ] Toss old sponges and wash dish towels

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Living Room

Weekly (Tue)

Job	Wk 1	Wk 2	Wk 3	Wk 4	Wk 5
Vacuum & mop the floor					
Dust the TV & electronics					
Dust & wipe furniture					
Declutter surfaces					
Spot clean stains					
Fluff pillows & fold blankets					
Tidy the entertainment center					
Check lamps & bulbs					

Monthly (zone week 5)

- [ ] Dust furniture, shelves and light fixtures
- [ ] Declutter & organize shelves & cabinets
- [ ] Clean under furniture
- [ ] Clean windows, mirrors and screens
- [ ] Vacuum or sweep and mop the floor
- [ ] Straighten bookshelves & drawers

Deep clean

Started

- [ ] Dust ceiling fans, light fixtures, and corners (cobwebs)
- [ ] Clean windows inside; wipe sills & tracks
- [ ] Vacuum the sofa and chairs, including under cushions
- [ ] Dust and polish wood furniture
- [ ] Dust all electronics (microfiber for screens)
- [ ] Wipe down remotes and controllers
- [ ] Wipe cabinet doors and knobs
- [ ] Clean mirrors with glass cleaner
- [ ] Sweep and mop floors
- [ ] Remove and clean air vent covers
- [ ] Shake out small rugs; steam clean larger rugs
- [ ] Wipe baseboards, door frames, and walls

Finished

- [ ] Spot clean marks; dust wall hangings and frames
- [ ] Dust blinds and wash curtains
- [ ] Deep clean upholstery on sofas, chairs and cushions
- [ ] Move furniture to vacuum underneath
- [ ] Tidy and dust cords and cables
- [ ] Remove items, dust shelves, and reorganize décor
- [ ] Dust décor, vases, and knick-knacks
- [ ] Deep clean the carpet
- [ ] Clean the fireplace and surrounding area
- [ ] Wash throw pillows and blankets
- [ ] Dust lamps; replace burnt-out bulbs
- [ ] Declutter old magazines, papers & mail

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Bonus Room / Loft

Skip this page if you don't have this room.

Weekly (Tue)

Job	Wk 1	Wk 2	Wk 3	Wk 4	Wk 5
Pick up & put away items					
Dust surfaces					
Vacuum the floor					
Fluff pillows & fold blankets					

Monthly (zone week 5)

- [ ] Dust furniture, shelves and light fixtures
- [ ] Vacuum under furniture
- [ ] Clean windows and mirrors
- [ ] Declutter & organize shelves and bins
- [ ] Wipe railings

Deep clean

Started

- [ ] Dust ceiling fan, light fixtures, and corners (cobwebs)
- [ ] Clean windows inside; wipe sills & tracks
- [ ] Sort items into keep, donate, and trash
- [ ] Move furniture and vacuum underneath
- [ ] Wash throw pillows and blankets
- [ ] Wipe baseboards, door frames, and walls
- [ ] Dust lamps; replace burnt-out bulbs

Finished

- [ ] Wipe railings and spindles
- [ ] Remove items, dust shelves, and reorganize
- [ ] Vacuum furniture and under cushions
- [ ] Dust electronics and tidy cords
- [ ] Deep clean carpet or rugs
- [ ] Remove and clean air vent covers
- [ ] Wipe door handles and light switches

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Primary Bedroom

Weekly (Wed)

Job	Wk 1	Wk 2	Wk 3	Wk 4	Wk 5
Change the sheets					
Vacuum & mop the floor					
Dust & wipe furniture					
Declutter nightstands & dresser					
Tidy clothes & drawers					
Open a window / air out the room					

Monthly (zone week 4)

- [ ] Dust furniture and light fixtures
- [ ] Organize the closet and drawers
- [ ] Clean under the bed
- [ ] Flip or rotate the mattress
- [ ] Wipe windows and mirrors
- [ ] Vacuum or sweep and mop the floor
- [ ] Wash the comforter & rugs

Deep clean

Started

- [ ] Dust ceiling fans, light fixtures, and corners (cobwebs)
- [ ] Clean windows inside; wipe sills & tracks
- [ ] Wash sheets, pillowcases, mattress cover & bedspread
- [ ] Dust and polish wood furniture
- [ ] Reorganize the closet
- [ ] Wipe down doors and knobs
- [ ] Clean mirrors with glass cleaner
- [ ] Sweep and mop floors, edges and corners
- [ ] Remove and clean air vent covers; vacuum vents
- [ ] Shake out small rugs; steam clean larger rugs
- [ ] Deep clean under the bed and heavy furniture
- [ ] Spot clean & deodorize mattress and headboard

Finished

- [ ] Spot clean marks; dust wall hangings and frames
- [ ] Dust blinds and wash curtains
- [ ] Vacuum upholstered furniture, including under cushions
- [ ] Empty the closet; sort clothes to keep, donate, or toss
- [ ] Remove items and dust shelves & dressers
- [ ] Dust decorative items
- [ ] Vacuum carpets
- [ ] Wash or replace pillows
- [ ] Wash throw pillows and blankets
- [ ] Dust lamps; replace burnt-out bulbs
- [ ] Vacuum and deep clean the mattress

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Kids' Rooms

Skip this page if you don't have this room.

Weekly (Wed)

Job	Wk 1	Wk 2	Wk 3	Wk 4	Wk 5
Change the sheets					
Vacuum the floor					
Dust & wipe furniture					
Put toys away					
Tidy clothes & drawers					
Put clean laundry away					
Spot clean stains					

Monthly (zone week 3)

- [ ] Dust furniture and light fixtures
- [ ] Vacuum or sweep and mop
- [ ] Wipe windows & mirrors
- [ ] Wash bedding & rugs
- [ ] Clean under the beds
- [ ] Organize toys & books

Deep clean

Started

- [ ] Dust ceiling fans, light fixtures, and corners (cobwebs)
- [ ] Clean windows inside; wipe sills & tracks
- [ ] Wash sheets, pillowcases, mattress cover & bedspread
- [ ] Dust and polish wood furniture
- [ ] Reorganize the closet
- [ ] Wipe down doors and knobs
- [ ] Clean mirrors with glass cleaner
- [ ] Sweep and mop floors, edges and corners
- [ ] Remove and clean air vent covers; vacuum vents
- [ ] Shake out small rugs; steam clean larger rugs
- [ ] Deep clean under the bed and heavy furniture
- [ ] Spot clean & deodorize mattress and headboard
- [ ] Sort toys: keep, donate, trash

Finished

- [ ] Spot clean marks; dust wall hangings and frames
- [ ] Dust blinds and wash curtains
- [ ] Vacuum upholstered furniture, including under cushions
- [ ] Empty the closet; sort clothes to keep, donate, or toss
- [ ] Remove items and dust shelves & dressers
- [ ] Dust decorative items
- [ ] Vacuum carpets
- [ ] Wash or replace pillows
- [ ] Wash throw pillows and blankets
- [ ] Dust lamps; replace burnt-out bulbs
- [ ] Vacuum and deep clean the mattress
- [ ] Go through outgrown clothes & shoes

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Guest Room

Skip this page if you don't have this room.

Weekly (Wed)

Job	Wk 1	Wk 2	Wk 3	Wk 4	Wk 5
Dust surfaces					
Vacuum the floor					
Check & refresh linens					
Empty the trash					

Monthly (zone week 3)

- [ ] Dust furniture and light fixtures
- [ ] Wash bedding (even if unused)
- [ ] Tidy closet & drawers
- [ ] Vacuum or sweep and mop
- [ ] Clean windows & mirrors

Deep clean

Started

- [ ] Dust ceiling fans, light fixtures, and corners (cobwebs)
- [ ] Clean windows inside; wipe sills & tracks
- [ ] Wash sheets, pillowcases, mattress cover & bedspread
- [ ] Dust and polish wood furniture
- [ ] Reorganize the closet
- [ ] Wipe down doors and knobs
- [ ] Clean mirrors with glass cleaner
- [ ] Sweep and mop floors, edges and corners
- [ ] Remove and clean air vent covers; vacuum vents
- [ ] Shake out small rugs; steam clean larger rugs
- [ ] Deep clean under the bed and heavy furniture
- [ ] Spot clean & deodorize mattress and headboard

Finished

- [ ] Spot clean marks; dust wall hangings and frames
- [ ] Dust blinds and wash curtains
- [ ] Vacuum upholstered furniture, including under cushions
- [ ] Empty the closet; sort clothes to keep, donate, or toss
- [ ] Remove items and dust shelves & dressers
- [ ] Dust decorative items
- [ ] Vacuum carpets
- [ ] Wash or replace pillows
- [ ] Wash throw pillows and blankets
- [ ] Dust lamps; replace burnt-out bulbs
- [ ] Vacuum and deep clean the mattress
- [ ] Restock guest towels, toiletries & an extra blanket

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Bathrooms

Weekly (Thu)

Job	Wk 1	Wk 2	Wk 3	Wk 4	Wk 5
Wipe the mirrors					
Clean toilet, tub & sink					
Vacuum & mop the floor					
Restock toilet paper & soap					
Swap towels & bath mats					
Empty the trash					
Check for leaks & drips					

Monthly (zone week 3)

- [ ] Scrub sink, toilet & shower
- [ ] Wipe cabinets & drawers
- [ ] Clean light fixtures
- [ ] Wash rugs & bath mats
- [ ] Sort out worn or stained towels
- [ ] Wipe down walls

Deep clean

Started

- [ ] Remove everything from counters, shelves, and shower
- [ ] Dust light fixtures and remove cobwebs
- [ ] Clean windows; wipe sills & tracks
- [ ] Scrub the bathtub
- [ ] Soak the showerhead in vinegar; scrub with a brush
- [ ] Scrub sink & faucet (toothbrush for crevices)
- [ ] Scrub the toilet bowl
- [ ] Clean the seat and lid thoroughly
- [ ] Clean grout lines (baking soda + vinegar)
- [ ] Empty cabinets & drawers; wipe inside
- [ ] Clean the exhaust fan cover
- [ ] Note repairs; restock supplies

Finished

- [ ] Toss expired products and empty bottles
- [ ] Wipe walls, especially around the shower
- [ ] Clean mirrors streak-free
- [ ] Wash the shower curtain & liner (replace if moldy)
- [ ] Clean glass shower doors
- [ ] Clear and wipe down countertops
- [ ] Disinfect toilet tank, handle & base
- [ ] Clear & disinfect drains
- [ ] Sweep and mop floors, edges and corners
- [ ] Clean and organize the medicine cabinet
- [ ] Put items back, tossing what you don't use

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Laundry Area

Skip this page if you don't have this room.

Weekly (Thu)

Job	Wk 1	Wk 2	Wk 3	Wk 4	Wk 5
Wipe washer & dryer tops					
Clean the lint trap					
Sweep the floor					
Put away stray items					

Monthly (zone week 3)

- [ ] Speed-organize the laundry area
- [ ] Mop the floor
- [ ] Clean under & around the machines
- [ ] Wipe shelves & detergent bottles

Deep clean

Started

- [ ] Remove everything; keep, store, or toss
- [ ] Scrub the sink and countertops
- [ ] Run a hot cycle with washing-machine cleaner
- [ ] Clean detergent & softener dispensers
- [ ] Clean the dryer vent hose
- [ ] Clean behind the washer & dryer
- [ ] Wash & disinfect baskets and hampers
- [ ] Wipe door handles and light switches

Finished

- [ ] Dust light fixtures and cobwebs
- [ ] Wipe walls, switches, and outlets
- [ ] Wipe the washer door seal and gasket
- [ ] Clean the lint trap thoroughly
- [ ] Wipe the dryer outside
- [ ] Vacuum and mop thoroughly
- [ ] Organize cleaning supplies

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Entryway & Dining

Weekly (Fri)

Job	Wk 1	Wk 2	Wk 3	Wk 4	Wk 5
Shake out rugs & the doormat					
Organize shoes & coats					
Disinfect doorknobs					
Dust surfaces & décor					
Clean glass surfaces					
Wipe the dining table & chairs					
Sweep the entry					

Monthly (zone week 1)

- [ ] Dust
- [ ] Vacuum, sweep & mop
- [ ] Clean windows and mirrors
- [ ] Remove cobwebs
- [ ] Declutter
- [ ] Wipe down the front door and handle
- [ ] Clean light fixtures
- [ ] Deep clean the dining table and chairs

Deep clean

Started

- [ ] Declutter entry items; keep, store, or toss
- [ ] Clean windows inside; wipe sills & tracks
- [ ] Wipe the front door; clean the doorknob
- [ ] Mop the floor
- [ ] Empty shoe racks & storage; wipe them down
- [ ] Dust décor and picture frames
- [ ] Dust light fixtures; replace burnt-out bulbs

Finished

- [ ] Clean walls, switches, and door frames
- [ ] Clean mirrors streak-free
- [ ] Vacuum corners and under furniture
- [ ] Shake out or vacuum mats and rugs
- [ ] Wipe benches & seating; clean cushions
- [ ] Remove and clean air vent covers
- [ ] Empty and clean the umbrella stand or key bowl

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Home Office

Skip this page if you don't have this room.

Weekly (Fri)

Job	Wk 1	Wk 2	Wk 3	Wk 4	Wk 5
Clear & wipe the desk					
Dust surfaces & electronics					
Empty trash & recycling					
Vacuum the floor					
File loose papers					

Monthly (zone week 3)

- [ ] Straighten desk & drawers
- [ ] Dust furniture and light fixtures
- [ ] Clean windows
- [ ] Organize office supplies
- [ ] Vacuum or sweep and mop

Deep clean

Started

- [ ] Clear unneeded items from desk & surfaces
- [ ] Shred old documents & recycle junk mail
- [ ] Dust light fixtures and remove cobwebs
- [ ] Clean windows; wipe sills & tracks
- [ ] Sort drawers before putting things back
- [ ] Dust and polish wood furniture
- [ ] Clean & organize bookshelves
- [ ] Empty & disinfect trash and recycling bins
- [ ] Remove and clean air vent covers

Finished

- [ ] Sort papers; toss or file
- [ ] Toss dried-out pens & old cords
- [ ] Clean door handles and light switches
- [ ] Clear the desk completely and wipe it down
- [ ] Clean the computer, keyboard and monitor
- [ ] Vacuum and clean the chair
- [ ] Vacuum carpet / sweep and mop floors
- [ ] Empty the shredder

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Pet Area

Skip this page if you don't have this room.

Weekly (Fri)

Job	Wk 1	Wk 2	Wk 3	Wk 4	Wk 5
Wash food & water bowls					
Clean the litter box / potty area well					
Vacuum pet hair from furniture					
Wipe the feeding area floor					
Lint-roll the couch & pet bed					

Monthly (zone week 2)

- [ ] Wash the pet bed & blankets
- [ ] Wipe the crate or kennel
- [ ] Restock food, treats & waste bags
- [ ] Wash or toss worn toys
- [ ] Clean leashes & collars

Deep clean

Started

- [ ] Deep clean the crate or kennel
- [ ] Replace worn bedding or toys
- [ ] Clean nose prints off windows & doors
- [ ] Check pet meds & supplies for expiration

Finished

- [ ] Scrub & disinfect the litter box
- [ ] Steam clean carpets in pet spots
- [ ] Wipe walls & baseboards where pets rub
- [ ] Organize grooming supplies

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Closets & Storage

Monthly (zone week 4)

- [ ] Quick tidy & return stray items
- [ ] Check for pests, leaks, or moisture

Deep clean

Started

- [ ] Remove all items; sort into keep, donate, recycle, trash
- [ ] Dust light fixtures and remove cobwebs
- [ ] Vacuum or sweep, then mop
- [ ] Sweep corners and under shelving
- [ ] Put items back in an organized way
- [ ] Wipe door handles and light switches

Finished

- [ ] Organize items into bins or containers
- [ ] Wipe walls and corners
- [ ] Wipe down shelves
- [ ] Wipe storage bins and containers
- [ ] Label bins and shelves

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Garage

Skip this page if you don't have this room.

Monthly (zone week 4)

- [ ] Sweep the garage floor
- [ ] Wipe out trash & recycling bins
- [ ] Put tools & gear back in place

Deep clean

Started

- [ ] Sort items: keep, donate, recycle, trash
- [ ] Dust ceiling fixtures and remove cobwebs
- [ ] Sweep the floor thoroughly
- [ ] Empty and clean shelves and cabinets
- [ ] Clean and organize tools
- [ ] Wipe bikes & sports gear; hang them up
- [ ] Wipe the door and handles

Finished

- [ ] Organize items into storage bins
- [ ] Wipe down walls
- [ ] Degrease oil stains (stiff brush, rinse)
- [ ] Clear and wipe the workbench
- [ ] Clean & maintain mower and yard tools *(if you have a yard)*
- [ ] Empty & disinfect trash and recycling bins
- [ ] Label storage bins and shelves

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Balcony / Patio

Skip this page if you don't have this room.

Weekly (Sat)

Job	Wk 1	Wk 2	Wk 3	Wk 4	Wk 5
Sweep the balcony or patio					
Water & tidy plants					

Monthly (zone week 1)

- [ ] Wipe patio furniture
- [ ] Clean the door track & glass
- [ ] Wipe the railing

Deep clean

Started

- [ ] Remove everything and sweep thoroughly
- [ ] Wash cushions and outdoor fabrics
- [ ] Wipe the railing and light fixture
- [ ] Clear cobwebs from corners and ceiling

Finished

- [ ] Scrub the floor (check building rules for water)
- [ ] Clean the sliding door, glass & track
- [ ] Repot or refresh plants

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Yard & Outdoor

Skip this page if you don't have this room.

Weekly (Sat)

Job	Wk 1	Wk 2	Wk 3	Wk 4	Wk 5
Sweep porch & walkways					
Pick up yard debris & toys					

Monthly (zone week 1)

- [ ] Wipe patio furniture
- [ ] Clean outdoor light fixtures
- [ ] Pull weeds from beds

Deep clean

Started

- [ ] Remove debris: leaves, branches, trash
- [ ] Clear cobwebs from corners and edges
- [ ] Clean outdoor cushions
- [ ] Clean & treat the wooden deck *(homeowners)*
- [ ] Weed flower beds and pavers
- [ ] Mow and edge
- [ ] Repaint or stain fences if worn *(homeowners)*
- [ ] Wash the siding *(homeowners)*
- [ ] Clean and arrange planters
- [ ] Check the roof for damage *(homeowners)*

Finished

- [ ] Sweep walkways, patio, and driveway
- [ ] Wipe down patio furniture
- [ ] Hose or pressure wash surfaces
- [ ] Clean the grill grates; empty the drip pan
- [ ] Trim bushes and shrubs
- [ ] Wipe down fences and gates
- [ ] Clean outside windows
- [ ] Clean outdoor lights; replace bulbs
- [ ] Clean gutters and downspouts *(homeowners)*

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Monthly Jobs

One extra list each month, on top of your routine.

January

- [ ] Deep clean kitchen appliances
- [ ] Declutter & organize closets
- [ ] Clean windows & blinds
- [ ] Dust light fixtures & ceiling fans
- [ ] Vacuum upholstery & rugs

February

- [ ] Scrub bathroom tile & fixtures
- [ ] Launder bedding & linens
- [ ] Dust & polish furniture
- [ ] Clean baseboards & trim
- [ ] Organize storage areas

March

- [ ] Dust curtains & clean air vents
- [ ] Wipe down electronics
- [ ] Sweep outdoor areas & trim bushes *(if you have a yard)*
- [ ] Deep clean carpets or rugs
- [ ] Declutter & organize the pantry

April

- [ ] Wash windows inside & out
- [ ] Clean kitchen cabinets & appliances
- [ ] Check under sinks for leaks
- [ ] Dust & polish woodwork
- [ ] Clean outdoor furniture

May

- [ ] Organize & clean closets
- [ ] Dust & polish wood furniture
- [ ] Clean ceiling fans & light fixtures
- [ ] Deep clean the oven & range hood

June

- [ ] Scrub the grill & outdoor gear
- [ ] Deep clean the refrigerator
- [ ] Spot clean walls & scuffs
- [ ] Vacuum upholstered furniture

> **Keep going:** Missed a month? No catching up needed. Just start with this one.

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Monthly Jobs (continued)

July

- [ ] Declutter tools & storage
- [ ] Vacuum & rotate mattresses
- [ ] Clean windows & screens
- [ ] Sweep & treat the deck *(homeowners with a yard)*

August

- [ ] Scrub showers, toilets & sinks
- [ ] Organize & dust bookshelves
- [ ] Condition leather furniture
- [ ] Clean dust from vents
- [ ] Organize files & shred documents
- [ ] Wipe frequently touched surfaces

September

- [ ] Clean the fireplace (if you have one)
- [ ] Dust & clean blinds
- [ ] Clean the washing machine
- [ ] Remove cobwebs from high corners
- [ ] Sweep the porch; clean the door & doormat

October

- [ ] Clean & organize the pantry
- [ ] Dust & clean electronics
- [ ] Shine the fridge & dishwasher
- [ ] Clean light fixtures

November

- [ ] Clean gutters & downspouts *(homeowners with a yard)*
- [ ] Dust & clean ceiling fans
- [ ] Deep clean the oven
- [ ] Vacuum & clean rugs and carpets

December

- [ ] Holiday clean & declutter
- [ ] Wipe down holiday lights & décor
- [ ] Clean & refresh entry mats
- [ ] Make room for guests & gifts

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Seasonal Jobs

Do these as each season starts.

Spring

- [ ] Deep clean carpets & rugs
- [ ] Wash bedding, pillows & curtains
- [ ] Clean baseboards, doors & trim
- [ ] Clean refrigerator coils
- [ ] Rake leaves & debris from lawn and beds *(if you have a yard)*
- [ ] Prune trees & shrubs *(if you have a yard)*
- [ ] Inspect & repair fences and gates *(homeowners with a yard)*
- [ ] Get outdoor furniture ready
- [ ] Service the air conditioning *(homeowners)*
- [ ] Check caulking around windows & doors *(homeowners)*
- [ ] Declutter & donate unused items
- [ ] Inspect the roof for damage *(homeowners)*
- [ ] Report any leaks or winter damage to your landlord *(renters)*

Summer

- [ ] Clean ceiling fans & light fixtures
- [ ] Deep clean windows & sills
- [ ] Vacuum upholstery & curtains
- [ ] Clean & sanitize trash cans
- [ ] Declutter closets, cabinets & storage
- [ ] Power wash siding, deck & patio *(homeowners)*
- [ ] Clean & check the grill
- [ ] Clean & organize the garage or shed
- [ ] Check outdoor lighting *(if you have a yard)*
- [ ] Schedule A/C maintenance *(homeowners)*
- [ ] Ask your landlord about A/C service if it's struggling *(renters)*

Fall

- [ ] Deep clean windows & window treatments
- [ ] Clean & check the fireplace
- [ ] Swap closets for the season
- [ ] Clean ceiling fans & vents
- [ ] Drain & store garden hoses *(if you have a yard)*
- [ ] Clean & store outdoor furniture & cushions
- [ ] Inspect the exterior for cracks or gaps *(homeowners)*
- [ ] Schedule heating system maintenance *(homeowners)*
- [ ] Get humidifiers ready
- [ ] Winterize outdoor faucets *(homeowners with a yard)*
- [ ] Get winter gear, clothes & supplies ready
- [ ] Ask your landlord for a heating check before winter *(renters)*

Winter

- [ ] Clean & polish floors
- [ ] Sanitize kitchen & bathroom surfaces
- [ ] Organize the pantry & kitchen cabinets
- [ ] Declutter before/after the holidays
- [ ] Keep walkways clear of snow & ice
- [ ] Inspect & clean exterior vents *(homeowners)*
- [ ] Maintain snow-removal gear *(if you have a yard)*
- [ ] Protect pipes from freezing (drip faucets on very cold nights)
- [ ] Add draft stoppers to doors & windows

> **Keep going:** Big jobs feel lighter split into small steps. Do one this weekend.

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Upkeep & Safety

The jobs that keep your home safe and working. Write the date each time.

Job	How often	Last done	Next due
Replace the HVAC air filter	Every 3 months		
Test smoke & carbon monoxide detectors	Every 6 months		
Replace batteries in alarms	Once a year		
Check the fire extinguisher	Once a year		
Clean the dishwasher filter	Monthly		
Clean the range hood filter	Every 3 months		
Clean the fridge coils	Every 6 months		
Clean the dryer vent	Every 6 months		
Dust air vents & returns	Every 6 months		
Wash all interior windows	Once a year		
Clean window screens	Once a year		
Wash walls; remove scuffs	Once a year		
Deep clean tile floors & grout	Once a year		
Flush the water heater *(homeowners)*	Once a year		
Polish or refinish hardwood floors *(homeowners)*	Once a year		
Have the air ducts cleaned *(homeowners)*	Every 2 years		
Walk through & list repairs for your landlord *(renters)*	Every 3 months		
Take a photo walk-through of your home's condition *(renters)*	Every 6 months		
Check your renter's insurance & lease dates *(renters)*	Once a year		

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Quick Lists

🕯️ Company's coming

A 15-minute reset for when someone's on the way. Start the timer and go top to bottom.

- [ ] Clear & wipe the kitchen counters
- [ ] Take out the trash
- [ ] Put out a fresh hand towel
- [ ] Grab a basket, collect clutter & stash it
- [ ] Quick vacuum of high-traffic spots
- [ ] Shake out the entry mat
- [ ] Close doors to messy rooms
- [ ] Load the dishwasher or stash dishes in the sink
- [ ] Wipe the bathroom sink, toilet & mirror
- [ ] Restock toilet paper
- [ ] Fluff pillows & fold blankets
- [ ] Wipe the dining table
- [ ] Light a candle or open a window

🧴 Cleaning supplies

Check what you need to buy, then copy it into your shopping list.

- [ ] All-purpose cleaner
- [ ] Disinfecting wipes
- [ ] Dishwasher pods
- [ ] Sponges & scrub brushes
- [ ] Paper towels
- [ ] Trash bags
- [ ] White vinegar
- [ ] Magic erasers
- [ ] Air filters
- [ ] Batteries
- [ ] Glass cleaner
- [ ] Dish soap
- [ ] Laundry detergent
- [ ] Microfiber cloths
- [ ] Toilet bowl cleaner
- [ ] Baking soda
- [ ] Floor cleaner
- [ ] Rubber gloves
- [ ] Light bulbs

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Moving & Trips

🔑 Moving in

Clean and set up before you unpack.

- [ ] Take photos of every room on day one
- [ ] Clean inside all cabinets & drawers
- [ ] Disinfect toilets, tubs & sinks
- [ ] Test smoke & CO detectors
- [ ] Replace the HVAC filter
- [ ] Change or re-key the locks (owners)
- [ ] Note any damage (renters: on your move-in form)
- [ ] Wipe down the fridge, oven & microwave
- [ ] Replace the shower curtain liner
- [ ] Find the water shut-off & breaker box
- [ ] Line shelves & drawers
- [ ] Set up a cleaning caddy

📦 Move-out & deposit

Leave it spotless. Renters: this is how you get your deposit back.

- [ ] Take photos & video of every room
- [ ] Wipe walls, switches & door frames
- [ ] Clean inside the fridge & freezer; prop the doors open
- [ ] Clean the microwave & dishwasher
- [ ] Clean mirrors & the medicine cabinet
- [ ] Wipe baseboards
- [ ] Replace burnt-out bulbs
- [ ] Remove all trash
- [ ] Schedule the final walk-through
- [ ] Transfer or cancel utilities & internet
- [ ] Patch small nail holes (if your lease allows)
- [ ] Clean inside all cabinets & drawers
- [ ] Clean the oven, stovetop & range hood
- [ ] Scrub tub, shower, toilet & sink
- [ ] Clean windows, sills & tracks
- [ ] Vacuum carpets; mop floors
- [ ] Check every closet & cabinet for leftovers
- [ ] Return keys, remotes & fobs
- [ ] Update your address everywhere

🧳 Before a trip

Come home to a fresh, calm house.

- [ ] Empty the fridge of anything that will spoil
- [ ] Run & empty the dishwasher
- [ ] Water plants or arrange care
- [ ] Adjust the thermostat
- [ ] Pause mail & deliveries
- [ ] Take out all trash
- [ ] Wash, dry & put away laundry
- [ ] Unplug small appliances
- [ ] Lock windows & doors
- [ ] Make the beds

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Who Owns It

Split the mental load, not just the chores.

Owning a job means noticing it, planning it, doing it and following up, without being reminded.

Job	What owning it means	Who owns it
Groceries & meals	Notices what's running low, plans dinners, makes the list and shops.	
Household supplies	Toilet paper, soap, trash bags, cleaners: notices, buys and restocks.	
Laundry	Notices full hampers, washes, folds and puts it all away.	
Trash & recycling	Knows pickup day, takes the bins out and brings them back.	
School & kids' activities	Forms, picture day, practice schedules, rides and supplies.	
Doctor, dentist & eye visits	Knows when everyone is due, books it, goes and follows up.	
Bills & renewals	Watches due dates, pays on time and keeps the renewals list current.	
Birthdays, holidays & gifts	Remembers the dates, plans, buys, wraps and sends the cards.	
Home repairs & upkeep	Notices what's broken, gets it scheduled and checks it got fixed.	
Car care	Oil changes, tires, inspections, registration and gas.	
Pet care	Food, vet visits, shots, grooming and walks.	
Family calendar & plans	Keeps the calendar, plans outings and tells everyone what's coming.	

Weekly check-in

- What's coming up this week? Who's handling it?
- Did anything get dropped? Who picks it up?
- Does anyone need to trade a job?

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Yearly Renewals & Due Dates

The once-a-year things that sneak up on you.

Renewal	Month due	Who handles it	Done this year
Car registration / tags			
Car insurance			
Driver's license			
Renters or home insurance			
Lease renewal *(renters)*			
Property taxes *(homeowners)*			
Heating & A/C service *(homeowners)*			
Kids' checkups & school forms			
Dental cleanings (every 6 months)			
Eye exams			
Pet shots & license			
Passports			
Phone & internet plan check			
Streaming & subscriptions check			
Tax papers & filing			

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Home Care & Repairs

Small problems get expensive when they wait.

Fix-or-replace log (renters: repair requests)

Date	What broke	Cost to fix	Cost to replace	Decision or how reported	Fixed on

Many people replace when a repair costs about half of a new one, especially on older items. Renters: report repairs in writing and keep a copy.

Appliances & big systems

Item (water heater, furnace, A/C, roof, fridge)	Year installed	Warranty ends

Contractor quotes

Job	Company	Quote	Licensed and insured	Reviews checked	Written quote

Home repair fund

Goal _____ **Saved so far** _____

Each month _____

A common rule of thumb is to set aside about 1% to 2% of your home's value each year for repairs. Be careful with door-to-door offers and big cash payments up front.

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Sources

Official sources, so you can check for yourself.

Where the facts in this planner come from. Last checked November 25, 2026. Rules, numbers and phone lines can change, so check the source for the latest.

Never mix cleaning products

Poison Control (National Capital Poison Center) · poison.org/tips/do-not-mix-cleaning-products

Dangers of mixing bleach with other cleaners

Washington State Department of Health · doh.wa.gov/community-and-environment/contaminants/bleach-mixing-dangers

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