

The ideas expressed in this book are for the sole purpose of supplying information on cleaning and keeping your home presentable. It is not an exhaustive list. Not everyone cleans in the same way; you may do things differently. If you have comments or suggestions on any of the instructions in this book, please email them to HCQUNW@MilestonePA.org.

Note: It is important to always follow manufacturer instructions that come with any product to protect the item as well as yourself.

If your agency has policies or instructions on how to perform any of the tasks in this book, follow your agency's instructions.



A How-To Guide For Keeping Your Home Clean



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References

www.care2.com

www.housekeeping.about.com

www.essortment.com

www.ask.com

www.wisegeek.com

Weekly Cleaning Checklist

Kitchen

- Scour the sink
- Clean appliance exteriors
- Wipe down counters and cabinet doors
- _____

Bathroom

- Clean sink, shower/tub, and toilet surfaces
- Disinfect toilet bowl
- Dust or wipe down any cupboards, counters, shelving or storage units.
- _____

Bedroom

- Change and launder sheets and pillowcases
- Vacuum carpet or mop floor
- _____

Floors

- Take small rugs outside and shake them to remove dust and dirt.
- Vacuum living areas.
- Mop hard-surface floors.
- Sweep front entry and steps.

Miscellaneous

- Clean up piles of mail.
- Put away or straighten magazines, books, etc.
- Dust furniture and shelves.

Information in this booklet is meant to serve only as a guide. Follow the directions on any cleaning supplies you use, as well as cleaning directions for the items you are cleaning.

It is a good idea to wear rubber or latex gloves while cleaning.

In place of all-purpose cleaner, you can use warm, soapy water. **Be sure to wring water out of cloth.**

The information in this booklet was compiled by Milestone Health Care Quality Unit (HCQU) Northwest, for the counties of Cameron, Clearfield, Elk, Erie, Forest, Jefferson, McKean, Potter, and Warren.

Introduction

Cleaning is an important part of taking care of any home. This book has been written to assist you with many cleaning tasks. It begins by outlining supplies needed and how often different cleaning tasks should be done. This should help you in developing your own cleaning schedule.

There is information on how to clean all areas of a home; so turn on some music and get started!



Make the Bed

Frequency: Daily/weekly

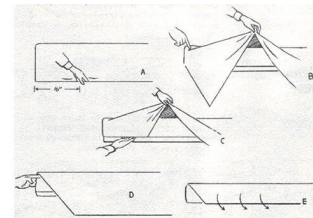
Supplies: sheets, blankets, pillows

Directions:

- To make your bed each day, straighten and pull the sheets and blankets back into place and put your pillows back in position at the top of the bed.

To change sheets weekly:

- Remove dirty sheets and get clean sheets to fit your mattress.
- Put the fitted sheet on, making sure the corners of the sheet line up with the corners of the mattress.
- Put the flat sheet on and center it over the mattress, then use your hand to make it smooth.
- Tuck the bottom of the sheet under the foot of the mattress.
- Then tuck the side of the sheet in near the foot of the bed, forming a nice, tight corner.



- Add blankets or comforter, then center and smooth them.
- Put clean pillowcases on the pillows and place them at the head of the bed.

Bedroom

Your bedroom is a place to relax and get a good night's sleep.

Everyday:

- Make the bed
- Put clothes away on hangers in closet or neatly folded in drawers or on shelves
- Take used food and drink containers to the kitchen

Weekly:

- Dust (see page 13)
- Clean floors (see pages 14 & 15)
- Change sheets



As needed:

- Gather and take out garbage
- Put books, magazines, papers, and other items in their proper places
- Take anything that doesn't belong in the bedroom to their proper locations

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Basic Supplies

There are some basic supplies to keep on hand to make everyday cleaning easier:

- Cloths or rags
- Sponges, paper towels, microfiber cloths
- All-purpose spray cleaner
- All-purpose cleaner (pourable)
- Broom and dustpan
- Vacuum cleaner
- Rubber Gloves
- Bucket
- Mop
- Mopping solution for floor type
- Dish soap
- Dusting spray and/or furniture polish
- Bleach and/or disinfectant (liquid and wipes)
- Scrubbers
- Upholstery spot remover
- Glass cleaner
- Trash bags

Electronics

(TV, VCR/DVD Players, Gaming Consoles, etc.)

Frequency: weekly or more often as needed

Supplies: lint-free cloth, cleaner made for electronics

It is best to follow the cleaning instructions that came with your electronics. If you can't find them, here are some general guidelines:

Directions:

- It is best to unplug electronic equipment before cleaning it.
- Spray a small amount of cleaner onto the cleaning cloth, not directly onto the electronic component.
- Wipe all surfaces of the equipment to remove dust and fingerprints. Remember to also clean the back of the component at least monthly, using a dry cloth, since dust tends to accumulate in that area.

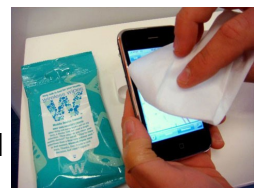
Telephone

Frequency: weekly or more often as needed

Supplies: lint-free cloth, disinfectant cleaner, or cleaning wipes

Directions: wipe all surfaces of the phone with a cloth slightly dampened with disinfectant cleaner, or a cleaning wipe.

Note: telephones should be cleaned more frequently when someone in the household is sick.



Lamp Shades

Frequency: quarterly or more often as needed

Supplies: cloth or feather duster

Directions:

- Plastic lampshades can be cleaned with a damp cloth.
- Fabric lampshades should be cleaned with a feather duster. You can also use a vacuum cleaner with an upholstery attachment to deep-clean them.

Upholstered Furniture

Frequency: weekly or more often as needed

Supplies: vacuum with upholstery and crevice attachments
(optional: dry scrub brush, upholstery cleaner, lint roller)

Directions:

- Use dry scrub brush to loosen any spots of dirt in the fabric.
- Vacuum to clean all visible surfaces.
- Remove cushions, then vacuum the sides and bottoms of each cushion.
- Use crevice tool to clean hard-to-reach areas.
- If the furniture is stained, spray some upholstery cleaner on the stain, use a brush to work it into the fabric, then let dry. Vacuum again when surface is dry. (Be sure to check instructions on the can, as they may differ.)

Environmentally Friendly Cleaning

“Green Supplies”

Going “green” is a way to go back to natural ingredients to make cleaning products that work, don’t pollute, and save money. Green cleaning products can easily and simply transform your home into a non-toxic and healthy haven.

Ounce-for-ounce, homemade cleaning formulas cost about one-tenth the price of commercial counterparts.

The next few pages will provide information and directions to make your own non-toxic cleaning kit.

Supplies:

- Baking soda (from baking aisle of grocery store)
- Washing soda (from laundry aisle of grocery store)
- White distilled vinegar
- Non-toxic liquid soap or detergent

(Seventh Generation, Dr. Bonner’s, etc. Check out EWG’s Guide to Healthy Cleaning for more recommendations, www.ewg.org)

- Tea tree oil
- Six (6) clean spray bottles
- Two (2) glass jars

How to Make a Non-Toxic Cleaning Kit:

All-purpose spray cleaner:

1/2 teaspoon washing soda

A few drops of a green liquid soap

2 cups hot water (preferably filtered, but not necessary)

Combine ingredients in a spray bottle and shake until the washing soda has dissolved. Apply and wipe off with a sponge or rag.

Creamy Soft Scrub:

Pour 1/2 cup baking soda into a bowl. Add enough liquid detergent to make a frosting-like texture. Put mixture on a sponge and wash surface. (Perfect for cleaning the bathtub because it rinses easily and doesn't leave grit.)

Note: add 1 teaspoon of vegetable glycerin to mixture and store in sealed glass jar to keep product moist.

Furniture Polish:

1/2 teaspoon oil, such as olive or coconut oil

1/4 cup lemon juice, or white vinegar

Mix ingredients in glass jar. Dab soft rag in solution and wipe into wood surfaces to polish. This will store indefinitely.

Window Cleaner:

1/4—1/2 teaspoons liquid detergent

3 tablespoons vinegar

2 cups water

Spray bottle

Add ingredients to spray bottle and shake. Use as you would a commercial brand. The soap is important. It cuts wax residue.

Living Room

You probably spend a lot of time in your living room. A clean living room is more inviting and relaxing than a messy one.

Everyday:

- Tidy up
- Remove dishes, pop/water bottles, trash
- Straighten messy areas

Weekly:

- Dust (see page 13)
- Clean floors (see pages 14 & 15)
- Sort/discard old newspapers & magazines

As needed:

Clean:

- Lampshades
- Furniture
- Electronics



Toilet

Frequency: weekly or more often as needed

Supplies: bathroom cleaner, cloth, bucket (optional), paper towels (optional), toilet bowl cleaner, toilet brush



Directions:

- Flush the toilet.
- Fill bucket with warm water and cleaner or use spray cleaner to clean external parts of the toilet.
 - If using a bucket, dip the cloth in the bucket to wet, then wring out excess water. Repeat as needed to keep cloth clean.
 - If using spray cleaner, spray as needed to wet surface to be cleaned. Fold cloth as needed to maintain a clean surface, or use paper towels and dispose of them when dirty.
- Lift the toilet lid and seat, then squirt toilet bowl cleaner underneath the rim.
- Put the seat and lid back down.
- Wipe all exterior surfaces of the toilet, starting at the top of the tank and working down to the base. (Lift the lid, if there is one, to clean the top of the seat.)
- Lift the toilet seat and clean the underside of it, as well as around the rim. Dry the seat thoroughly.
- Use the toilet brush to clean the inside of the bowl. Be sure to get under the rim and the hole under the water.
- Flush the toilet again.

Oven Cleaner:

1 cup or more of baking soda

Water

A squirt or two of non-toxic liquid detergent.

Sprinkle water generously over the bottom of the oven. Cover grime with baking soda until surface is totally white. Sprinkle more water on this and let set over night. Wipe clean. Dab a bit of non-toxic liquid soap on a sponge and wash remaining residue from the oven.

Mold Killers

The best natural mold killer is tea tree oil. It is somewhat expensive, but a little goes a long way. Tea tree oil has a strong, medicinal smell that will dissipate over a few hours.

Tea Tree Treasure:

2 teaspoons tea tree oil

2 cups water

Spray bottle

Combine in spray bottle and shake to blend. Spray on mold. Do not rinse.

Vinegar Spray:

Straight vinegar reportedly kills 82% of mold. Pour white distilled vinegar straight into a spray bottle. Spray on moldy area and let dry without rinsing. The smell will dissipate in a few hours.

Vinegar Deodorizer

Keep a clean spray bottle filled with straight 5% vinegar in your kitchen near the cutting board. Spray the vinegar on the cutting board before going to bed at night. Do not rinse.

Keep a bottle of the same mixture in the bathroom. Spray on sink and wipe. Straight vinegar is great for cleaning the toilet bowl rim. Just spray on and wipe off. Smell will dissipate in a few hours.

How Often Should I Clean?

Some cleaning tasks need to be done every day, while others are fine to do only once a week or even just a few times a year. Use these suggestions to develop your own cleaning schedule.

Keep in mind that sometimes you may need to do things more often than suggested because of a spill or mess.

Everyday

- Wash dishes
- Wipe counters
- Put items where they belong
- Put clothes in Hamper
- Pick up garbage
- Clean up messes as they happen

Weekly

- Sweep/vacuum/mop (may need to be done more frequently if you have pets or during wet weather)
- Laundry
- Clean bathroom
- Dust furniture, light fixtures, wall hangings, knickknacks
- Take out the trash
- Clean floors

Monthly/as Needed

- Wipe down doors, knobs, and light switches
- Dust baseboards/molding
- Dust or vacuum ceiling fans and window treatments
- Straighten and organize drawers, cupboards, cluttered areas

Semi-annually/as Needed

- Wash windows
- Wipe down walls and ceilings
- Have carpets cleaned
- Donate or recycle items you are not using, don't need, or no longer want.

Bathtub/Shower

Frequency: weekly or more often as needed

Supplies: cloth, Creamy Soft Scrub (page 8) (optional: essential oil such as grapefruit), or bathroom cleaner.

Directions:

- Mix your cleaner (if using homemade cleaner)
- Use a damp sponge or cloth to put cleaner on the walls of your shower. Let stand for 5—10 minutes. (If using store-bought cleaner, follow the instructions on the product—some need to soak and some don't.)
- Rinse sponge, then wipe cleaner off the walls, cleaning sponge or cloth as needed.
- Repeat the process for your bathtub. Try kneeling on a folded towel to keep from hurting your knees. Be sure to clean well around the faucet and drain (try using an old toothbrush to get those tight areas).
- Rinse with water.
- If you have vinyl shower curtains or shower doors, you can clean them with vinegar and water mixed, or bathroom cleaner. Just spray it on, wait a few seconds, and wipe it off. Rinse with water if using store-bought cleaner.
- If you have a fabric shower curtain, wash it in the washing machine following the directions on the curtain.



Sink

Frequency: daily/weekly

Supplies: sponge or cloth, vinegar or bathroom cleaner, baking soda



Directions:

Daily:

- use a damp cloth to wipe sink bowl after you have brushed your teeth (and shaved, if you do it over the sink) to get rid of any toothpaste residue or whiskers
- Rinse the cloth and wipe the area around the sink
- Rinse the cloth and wipe down the faucet

Weekly:

- Soak items, such as toothbrush holders, that have toothpaste, soap, or water spots on them, in a small bucket filled with enough vinegar to cover the items. This will dissolve soap and water spots.
- Soak a sponge or cloth in vinegar and lightly wring it out. Then coat the surface of the sink with vinegar to dissolve any soap scum or residue. Let sit 5 minutes.
- Scrub the faucet, making sure to get around handles and edges where dirt accumulates. Then clean all surfaces of the sink.
- Wipe dry with clean cloth or paper towels.
- Scrub items you soaked in vinegar and dry them off.

To remove stubborn soap scum, make a paste of baking soda and a little water and wipe over the area. Let it sit for 10—20 minutes, then scrub gently with a damp cloth. Rinse with clean water to remove residue.

Tidy Up

Frequency: Everyday

Supplies: None

Directions:

As you look around your house you will see that items tend to pile up in certain areas. Taking a little time each day to take care of these items will make it easier to keep your house clean. Look around for items that are not where they belong and take the time to take care of them. If you don't have time to put everything away, just spend 10 or 15 minutes each day working on the area until everything is in its place.

For safety, make sure that walkways are clear and there is nothing placed on stairs.

Clean up any mess as soon as you can to prevent stains and avoid making a bigger mess.

Dust

Frequency: Weekly

Supplies: Cloth or paper towels, furniture polish or wipes

Directions:

Dusting can be done with a damp cloth, but using furniture polish on items will help polish and protect them. Only use furniture polish on products it is made for—most are not meant for glass or fabric. Also, many commercial furniture polishes and waxes contain chemicals that may be harmful to our health. If using commercial products, be sure to read the label carefully, or check www.ewg.org to see how they rate the product.

- Dust your entire house, moving through it in a logical pattern, starting and ending at the same point in each room to be sure everything in the room gets dusted.
- Remove objects and dust them before dusting the furniture underneath. After dusting the furniture, return objects to their places.
- Knickknacks may be washed if the finish on them is waterproof.
- Rinse your cloth regularly, if not using paper towels, to keep it from becoming too dirty.
- Make sure you dust everywhere, even if it is a place that is hard to reach or not visible normally.
- You may want to dust prior to cleaning your floors, so any dust that falls will get picked up when cleaning the floors.

Bathroom

Many areas in the bathroom can get dirty very quickly. Some tasks will need to be done daily, while others can typically go a little longer between cleanings.

Everyday:

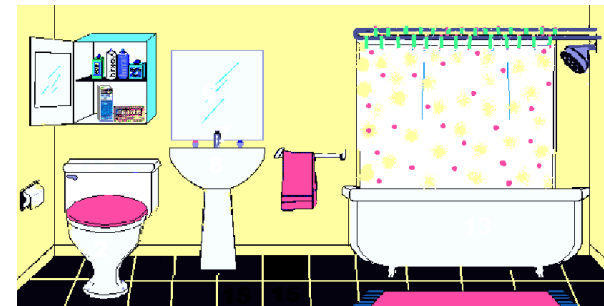
- Wipe out sink
- Clean any spills

Weekly or as needed:

- Clean sink
- Clean bathtub/shower
- Clean toilet
- Clean floors
- Clean mirrors
- Empty garbage can
- Wash shower curtains and bath mats

Quarterly or as needed:

Deep clean entire room.



Counter Appliances

Frequency: weekly or more often as needed

Supplies: damp cloth or sponge, all-purpose cleaner, or cleaning wipes

Directions:

Toaster/toaster oven:

- Unplug the toaster or toaster oven and make sure it is cool to the touch.
- Remove the crumb tray and brush crumbs into garbage. Use sponge or scraper to remove any baked-on food.
- Wipe the outside of the toaster with a damp cloth or cleaning wipes, or spray a small amount of all-purpose cleaner on the toaster and wipe off with paper towels.

Small Appliances:

- Wipe the outside of the appliance with a damp cloth or cleaning wipes, or use a small amount of all-purpose cleaner and wipe paper towels.



Floors (Hardwood, Laminate, Tile, or Linoleum)

Frequency: Weekly or more often as needed

Supplies:

Broom and dustpan or dust mop, mop, bucket, **manufacturer-recommended cleaning product**

Directions:

- Sweep or use dust mop on the floor to clean up loose dust and dirt
- Clean floor with manufacturer-recommended product (if any), or if floor can be cleaned with water:
 - Fill bucket 2/3 full with warm water
 - Add soap (oil-based soaps will help protect hardwood floors, if recommended; they are not generally recommended for other floor types)
- Place mop in bucket until wet. Remove mop and wring it out until there is very little water left on it. If you have too much water, it could damage the floor and it will take a long time to dry.
- Using long strokes, mop the floor.
- Frequently rinse mop in water and wring out.
- If mop water becomes too dirty, pour it out in the toilet or utility sink and replace with clean water and soap.

Floors (Carpeted)

Frequency: Weekly or more often as needed

Supplies:

Vacuum, spray cleaner for carpets, brush

Directions:

- Remove any items on the floor that don't belong there.
- Plug in vacuum and run it in long strokes over the entire carpet, pushing and pulling it back and forth as you go.
- Be sure to vacuum under furniture. This may require moving some furniture. If furniture is heavy, be sure to get help moving it.
- For very dirty areas, spray cleaner on dirty spots and use brush to gently scrub the area. Follow directions on the product to get the area clean.
- Steam cleaners can be rented at many grocery stores or hardware stores. Be sure to get any cleaning products needed when renting the machine. Follow directions on the products to steam-clean your carpets.

Note: If you have a lot of carpets, you may want to hire someone to clean them.

Clean Microwave

Frequency: weekly or more often as needed

Supplies: dish soap and water, cloth or sponge, all-purpose cleaner, or cleaning wipes, paper towels.

Directions:

Microwaves will need to be cleaned more often if they are used a lot. Spills and splatters should be cleaned up as soon as possible. Cover your dish with a microwave-safe lid or cover to help minimize splattering.

- Remove the tray and ring from microwave, if present, and wash the tray in the sink with dish soap and water. Then dry it thoroughly.
- Using a damp, soapy cloth, wipe out the inside of the microwave. When the microwave is clean, rinse the cloth or sponge with clean water and wring it out well. Then wipe the inside of the microwave out to remove any soap residue.
- Return the ring and tray to microwave.
- To clean the exterior, wipe it down with soapy water and a cloth or sponge. You can also use multi-purpose cleaner and paper towels cleaning wipes for this.



Clean Oven

Frequency: weekly, quarterly, or more often as needed

Supplies: cloth, scrub brush, soapy water or cleaning spray, baking soda, **gloves**

Directions:

- To clean the inside of the oven, be sure the oven is cool. Remove racks and anything else that is inside the oven.
 - If racks are soiled, try rubbing baking soda paste all over each rack, then let them sit while you clean the oven. After the oven is clean, use a scrubby to scour the racks clean. Dry thoroughly.
- Wipe the oven down with a damp sponge or cloth dipped in warm, soapy water; or
- Spray the inside of the oven with cleaning spray and use a damp cloth or sponge to wipe it off.
- Dry with a clean dish towel or paper towels.
- For baked-in spills or stains, try making a paste of water and baking soda. Wipe a liberal amount onto any stains and wait 5-10 minutes. Then use a sponge or scrubby to scrub the stain. Rinse with a clean, damp cloth. Repeat as necessary until the stain is gone.
- Note: If your oven has a self-clean cycle, follow directions to clean the oven.
- Put racks back in the oven.



Take Out Garbage

Frequency: weekly or as needed

Supplies: garbage bags, twist ties

Directions:

Garbage should be taken out at least weekly, and more often if it becomes full, starts to smell, or starts to attract pests.

- Every day, gather any items you see around that should be thrown away and place them in the garbage can.
- At least once a week, remove the bag from the can, taking care not to spill anything on the floor. If you do, be sure to pick the item up and put it back in the bag.
- Tie the bag shut, using twist ties or flaps on the bag.
- Take the bag to the outside garbage can or dumpster if you have one, or place it on the curb on collection day.

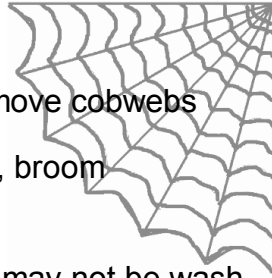
Ceiling

Frequency: quarterly or as needed to remove cobwebs

Supplies: vacuum with brush attachment, broom

Directions:

Depending on your ceiling type it may or may not be washable. If the ceiling is painted, it can be cleaned the same way as a painted wall. If the ceiling is not painted, use the brush attachment on your vacuum or a broom to get down any cobwebs.



Door Knobs and Light Switches

Frequency: Weekly or as needed due to illness

Supplies:

Soft cloth dampened with water and disinfectant or disinfectant wipes. (There are many natural disinfectants, including eucalyptus, which may help protect against spreading the virus and bacteria that cause colds and flu.)

Directions:

Doorknobs and light switches are areas where germs are commonly found, so they should be cleaned even if they don't look dirty.

- Wipe the surfaces of the doorknobs and light switches with a damp cloth and disinfectant.
- For light switches, make sure the cloth is not too wet.



Clean Stove

Frequency: daily, weekly, or as needed

Supplies: cloth, scrub brush, soap, baking soda, **gloves**

Directions:

How often you need to clean your stove will depend on how often you use it. The more you use it, the more often it will need to be cleaned. Spills and boil-overs should be cleaned as soon as possible.

Stove tops can be cleaned with a cloth and soapy water. For stubborn stains, mix baking soda with a small amount of water to form a thick paste. Wipe some onto the stain, then let it sit for 5—10 minutes. Wipe off with damp cloth, then dry with clean towel or paper towel.

- For electric stoves with coil burners, make certain the coils are cool, then remove them according to manufacturer's instructions. For gas stoves, remove the grates.
- Wash burners/grates with warm, soapy water. For burned-on residue, soak them in soapy water for several minutes. If you still can't get the residue off, try making a paste of baking soda mixed with a small amount of water. Wipe some of the mixture on the burners and let them sit for 20—30 minutes, then scrub with scouring pad or brush and rinse. Dry the burners/grates before placing them back on the stove.



Clean Cupboards

Frequency: quarterly or more often as needed

Supplies: cloth, bucket, all-purpose cleaner, garbage bag

Directions:

- Fill bucket with warm water and small amount of all-purpose cleaner. Wet the cloth with this and wring out until it is just damp.
- Take items out of each cupboard and use your cloth to wipe the inside of the cupboard.
- Once the cupboard has dried, place items neatly back in the cupboard. Be sure to check expiration dates and throw away any expired items.
- Wipe down the outside of the cupboard with the same water, or a cleaner approved by the manufacturer.
- Wipe with a dry cloth to remove any remaining water.
- Polish or spray may be used on wooden cupboards as recommended by the manufacturer.

Walls

Frequency: quarterly or as needed

Supplies: cloth, bucket, gloves, all-purpose cleaner

Directions:

Before cleaning any wall test an area that is hidden to make sure the cleaning will not harm the wall or remove paint.

- Fill bucket with warm water and a small amount of all-purpose cleaner.
- Put on rubber or latex gloves.
- Wet cloth in bucket and wring it out; the cloth should not be too wet.
- Using sweeping or circular motion, use the damp cloth to wipe down the walls, starting in the dirtiest area (usually the top) and working toward the cleanest area. Overlap cleaning strokes.
- Be sure to rinse and wring out the cloth whenever it gets too dirty or too dry.



Windows, Mirrors, and Glass

Frequency: quarterly or more often as needed

Supplies: window cleaner; cloth, paper towels or old newspaper; gloves (optional)

A good “green” window cleaner is 1/2 cup vinegar and 1/2 cup water. Pour into a spray bottle and shake gently to mix.

Directions:

- Spray surface of window, mirror, or glass with window or glass cleaner.
- Using a soft cloth, paper towel, or ball of old newspaper, wipe the cleaner off using circular motions.
- Repeat as necessary to remove spots, streaks, etc.



Clean Refrigerator

Frequency: quarterly or more often as needed

Supplies: cloth, bucket, baking soda

Directions:

The shelves and drawers of your refrigerator should be cleaned at least quarterly. This should be frequent enough if you take the time to clean up spills in the refrigerator with a wet, soapy cloth as they happen.

- Fill bucket with warm water and baking soda (or dish soap)
- Remove items from the top shelf of the fridge.
- Wet cloth with water from bucket and wring it out so it's not too wet.
- Wipe down the shelf, back and sides of the fridge. Dry with a clean dish towel or paper towel and return items to their place. (This is a good time to check expiration dates!)
- Repeat these steps for all the shelves and drawers, working from the top shelf to the bottom drawer, and don't forget any shelves or drawers on the door.
- Be sure not to take too much time on this task, so your food is not left out for a long time.

Empty Refrigerator

Frequency: weekly or as needed

Supplies: garbage bags, twist ties

Directions:

- Leftovers are often forgotten in the refrigerator. Take some time every week (preferably the night before garbage pickup) to check the food in your refrigerator to make sure you are not keeping spoiled food. Start at the top shelf and work your way down to the crispers. Don't forget to check the shelves on the door, too. Anything that has expired or spoiled should be thrown away. If the container is reusable, you can dump out the contents and wash the container to use again. Also, don't forget that some areas offer recycling, so you may be able to recycle some of the containers that can't be reused.

Kitchen

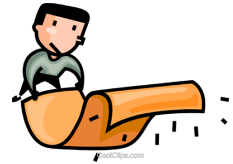
It is important to keep your kitchen clean. A clean kitchen makes preparing meals easier.

Everyday:

- Wash dishes.
- Wipe counters, sinks, tops of appliances.

Weekly or as needed:

- Shake out rugs.
- Sweep and mop the floor.
- Clean burner pans from stove.
- Wipe fronts and sides of appliances.
- Check for evidence of insects or mice.
- Go through refrigerator and throw out any old food (best if done the night prior to garbage pickup to keep the garbage can from smelling and attracting pests).
- Take garbage to the curb or dumpster.



Quarterly or as needed (deep cleaning):

- Clean cupboards, inside and out.
- Clean insides of appliances.
- Scrub floors and walls, taking time to remove stains and marks.

Wash Dishes

Frequency: daily

Supplies:

Dish soap, dish cloth or sponge, dish towel, dish rack OR **Load** and **run** dishwasher as instructed. Empty when dishes are dry.

Directions:

- Rinse dishes and remove them from the sink.
- Place the stopper on the drain and fill the sink with warm water and a small amount of dish soap.
- Place the dishes in the warm water.
- Clean the dishes with the dish cloth or sponge and soapy water.
- Rinse all soapy water off the dish in warm water.
- Place in dish rack or on dish towel.
- After all dishes are washed, remove stopper from the sink and allow water to drain.
- Rinse out any residue in sink.
- Use a clean, dry dish towel to dry dishes.
- Put dishes in their proper places.



Wipe Down Counters and Appliances

Frequency: daily

Supplies:

kitchen or all-purpose cleaner and a damp cloth, paper towels (optional)

Directions:

A damp cloth can be used to wipe down counters, but a cloth with some spray cleaner or soapy water should be used regularly to aid in cleaning spills and killing germs.

- Spray any spills or stains with kitchen cleaner and use paper towels or a damp cloth to wipe them up.
- Wet cloth with warm, soapy water and wipe counters and appliances.
- Rinse cloth whenever it gets too dirty.
- After wiping counter with soapy water, rinse the cloth out well, and wring out excess water. Wipe down surfaces again to remove excess soapy water.
- Disinfectant wipes can be used instead of soapy water.

