



SPRING CLEANING

Tips & Checklist

The following tips outline basic techniques that will help you clean almost every surface in any room. On the reverse side, you'll find a checklist so you can track your progress!



Wipe walls & ceilings. Use a vacuum to remove dust. Tackle stubborn surface grime, especially prevalent in kitchens, with a solvent-free degreaser (test it first in an inconspicuous area to ensure it won't mar the surface).

Vacuum & shampoo rugs. Synthetic carpets and rugs with waterproof backings can be deep-cleaned with a rotary shampoo machine and a hot-water extraction machine. Rugs without backings, including Orientals, require professional cleaning.

Clean upholstered furnishing. Take cushions outside and gently beat them by hand to remove dust. If there are stains, check the pieces for care labels. Use a vacuum's upholstery and crevice tools to clean under seat cushions.

Dust your home thoroughly. This includes hard-to-reach places, such as the tops of ceiling fans and window casings. Always work from the top of a room down, vacuuming the dust that settles on the floor. Avoid using dusting sprays.

Wax nonwood floors. Vinyl and linoleum floors that have lost their shine should be waxed with a polish designed for these surfaces. Most stone and tile floors can be treated with either a paste or a liquid wax designed for the material.

Clean window treatments. Many draperies and curtains are machine washable; check labels. Dry-clean fabric shades. Wipe wooden blinds with a damp cloth; warm water mixed with a mild dishwashing liquid is safe for metal and vinyl blinds.

Reseal grout lines. The cement-based material between wall, floor, and countertop tiles is extremely porous and stains easily. Protect it with a penetrating grout sealer; it's best to apply it with a small foam brush.

Dust books & shelves. Take everything off the shelves, and brush shelves and books with a feather duster. Use the dust-brush or crevice tool on a vacuum to reach into tight spots. Wipe the spines of leather-bound books with a clean, soft cloth.

Polish metal door & window hardware. Liquid polishes and polish-impregnated cloths work well for medium-tarnished surfaces; pastes and creams are for heavier work. If tarnish doesn't come off, try a stronger product.

Wax wooden furniture. Wipe surfaces with a soft cloth dampened with water and mild dishwashing liquid. Apply paste wax, such as Butcher's wax, a few feet at a time with a cotton rag folded into a square pad. Let wax dry; buff with a clean cloth.

Wash window screens. Using warm water and a mild dishwashing liquid, scrub each screen with a brush; rinse thoroughly.

Ensure Fire Safety. Change batteries in smoke detectors (this should be done twice a year), and make sure units are free of dust. Teach everyone in your household how to use a fire extinguisher, and review escape plans.



SPRING CLEANING CHECKLIST

Every Room

- Dust** Ceiling fans, artwork, knick knacks, & vents.
- Windows & Window Screens** Clean window treatments according to type & manufacturer instructions.
- Clean Baseboards** Use warm, soapy water (you may need to vacuum them first.) Wipe down walls to remove dirt & fingerprints.
- Furniture** Dust & polish with appropriate polishing agent. Vacuum upholstered furniture and launder cushions if necessary. Carefully spot clean leather furniture with a damp washcloth if needed.
- Rugs & Carpets** Vacuum & shampoo rugs & carpet. Sweep & mop floors with cleanser appropriate for your specific type of flooring.

Kitchen

- Oven** Clean oven according to manufacturer's recommendations.
- Refrigerator** Unplug refrigerator and dust the coils. Remove the contents of refrigerator and freezer. Discard any rotten or unusable food. Wipe down and clean all shelving.
- Appliances** Clean microwave, wipe down small appliances such as toaster, blender and slow cooker.
- Dishwasher** Run dishwasher empty with a dishwasher specific cleaner such as Finish.
- Countertops & Cabinets** Wipe down countertops and cabinets with damp washcloth. Clean inside drawers. Scrub sink.
- Pantry** Organize food in pantry, discarding outdated items. Wipe off shelving.

Bathroom

- Main** Scrub toilets, sinks & shower. Wipe down all fixtures. (Baby oil works well on chrome.)
- Cabinets** Dust cabinets; go through drawers & medicine cabinets to dejunk and reorganize.
- Mirrors** Clean mirrors. (A Vinegar-based cleanser & newspaper works well.)
- Trash** Empty and clean trash cans.
- Shower** Inspect shower liner and replace if necessary.

Bedroom

- Bed** Remove and launder bedding. Vacuum & flip mattress, according to manufacturer instructions.
- Closet** Switch out cold-weather clothing for warm-weather clothing. Donate any unwanted items to a thrift store.

Office

- Desk** Organize papers and de-clutter drawers.
- Books** Dust books on bookshelves.
- Computer** Dust computer keyboard and screen with a microfiber cloth.