

 Spring Cleaning : room by room master list 

Dining Room

- Dust/Vacuum/Wash Ceiling. (use caution if washing, some ceiling finishes don't like being wet)
- Dust/Clean Ceiling Fixtures (lights, fans etc...)
- Move furniture into the center of the room
- Remove items from walls. Dust/Clean them as you remove them
- Remove window coverings (if possible) for cleaning
- Wash walls: one wall at a time, working from top to bottom.
- Wash windows, including tracts and frames. Wash window coverings now if you left them up.
- Remove any table decor and linens and slip covers (if chairs are covered)
- Dry dust items that cannot be cleaned.
- Clean all hard surfaces and furniture and items on them.
- Clean chair and table legs and undersides of seats
- Vacuum all soft surfaces, lamp shades, furniture, fabric covered boxes, etc...
- Vacuum the outside of the room and wash floors if hard surface flooring
- Remove Vent Covers, vaccum vents and wash covers. (wipe off baseboard heaters, be sure they are OFF first!)
- Move furniture back to where it belongs, and vacuum and wash the center of the room
- Rehang wall items.
- Throw table linens and window coverings into the wash (if it can be washed)
- Check table and chairs for any wobbles, fix if needed
- Now, take some time to relax and unwind, you deserve it!
- Once laundry is finished, replace table linens, hang window coverings, and enjoy your spring cleaned space.

Your Extras

- | | |
|--------------------------------|--------------------------------|
| <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |
| <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |
| <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |
| <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |

Other Seasonal Tasks

- Empty drawers and shelves and clean
- Sort tables linens and serving dishes (if stored here)
- Remove any items that don't belong here
- Consider changing up your table decor
- Touch up paint as needed