

# Spring Cleaning : room by room master list

## Office

- 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.
- Dry dust items that cannot be cleaned.
- Clean all hard surfaces and furniture and items on them.
- Clean Computer and other electronics according to instructions in owner's manuals
- 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, vacuum 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 window coverings into the wash (if it can be washed)
- Now, take some time to relax and unwind, you deserve it!
- Once laundry is finished, hang window coverings, and enjoy your spring cleaned space.

### Your Extras

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### Other Seasonal Tasks

- Empty drawers and shelves and clean
- Go through files and shred any outdated items
- If you have a to shred basket, now is a good time to get shredding
- Reassess your filing and other organizational systems. Make changes if needed
- Now is also a great time to tame the cord tangles, add labels so you know which plug is for what
- Take inventory of what you have and make a list of any supplies you need to replenish
- Touch up paint as needed