



DINING ROOM

Cleaning Checklist



DAILY TASKS	M	T	W	T	F	S	S
Clear away all dishes after meals							
Wipe table with damp microfibre cloth							
Quick wipe of chairs after dinner							
Remove items or clutter that don't belong in the room							
Sweep floor (quick cleanup of crumbs)							

WEEKLY TASKS	WEEK 1	WEEK 2	WEEK 3	WEEK 4
Dust light fixtures and remove cobwebs				
Clean all glass surfaces (mirrors, cabinets)				
Clean table thoroughly (edges and underneath)				
Clean all chairs (seats, backs, legs)				
Move furniture and vacuum/mop floor				

DEEP CLEANING TASKS	1-2 MONTHS
Empty and clean inside sideboards/cabinets	
Condition all wooden furniture	
Clean windows thoroughly (inside and out)	
Remove and wash curtains	
Clean silverware with bicarbonate of soda method	
Disinfect light switches and outlets	
Check for wobbly chairs and tighten loose screws	
Polish all wooden furniture	