



2024 Home Organization Checklist

Utilize this Trademark Home checklist as motivation for your cleaning journey throughout the entire year! By staying on top of your cleaning tasks, you'll be ready for holidays and seasonal transitions.

Remember to adjust this checklist to fit your own cleaning schedule and needs. Happy cleaning!

DAILY

- | | |
|---|---|
| <input type="checkbox"/> Make your bed | <input type="checkbox"/> Sweep or vacuum floors |
| <input type="checkbox"/> Wipe down kitchen counters | <input type="checkbox"/> Put items back in their designated spots |
| <input type="checkbox"/> Wash dishes or load them in the dishwasher | |

WEEKLY

- | | |
|---|--|
| <input type="checkbox"/> Dust all surfaces | <input type="checkbox"/> Empty trash cans |
| <input type="checkbox"/> Clean bathrooms (sink, toilet, shower/tub) | <input type="checkbox"/> Mop floors |
| <input type="checkbox"/> Change bed linens | <input type="checkbox"/> Vacuum carpeted areas |
| <input type="checkbox"/> Wash entry/mudroom rug | <input type="checkbox"/> Restock toilet paper and paper towels |

MONTHLY

- | | |
|--|---|
| <input type="checkbox"/> Deep clean kitchen appliances (oven, microwave, refrigerator) | <input type="checkbox"/> Launder curtains and window treatments |
| <input type="checkbox"/> Clean out pantry and refrigerator | <input type="checkbox"/> Replace furnace filter, Inspect HRV filter |
| <input type="checkbox"/> Organize closets and declutter | <input type="checkbox"/> Descale coffee maker |

YEARLY

- | | | | |
|--------------------------|--------------------------------------|--------------------------|--------------------------------------|
| <input type="checkbox"/> | Deep clean upholstery and furniture | <input type="checkbox"/> | Clean and organize attic or basement |
| <input type="checkbox"/> | Clean and organize attic or basement | <input type="checkbox"/> | Organize holiday decorations |

SEASONALLY

- | | | | |
|--------------------------|---------------------------------------|--------------------------|--|
| <input type="checkbox"/> | Clean light fixtures and ceiling fans | <input type="checkbox"/> | Wash windows and screens |
| <input type="checkbox"/> | Rotate and clean seasonal clothing | <input type="checkbox"/> | Clean and organize garage or storage areas |
| <input type="checkbox"/> | Deep clean carpets and rugs | <input type="checkbox"/> | Clean out and organize outdoor spaces
(patio, deck, yard) |

