



Household Chores

DAILY

- MAKE BED
- PUT AWAY USED SELF CARE PRODUCTS
- CLEAN BATHROOM SINK AFTER USE
- DISHES
- WIPE KITCHEN COUNTER | STOVE | SINK | TABLE
- SWEEP
- QUICK TIDY - LIVING ROOM | BATHROOMS | ENTRANCE
- EMPTY TRASH & RECYCLING
- ONE LOAD OF LAUNDRY & PUT AWAY

KITCHEN & DINING

S M T W T F S

- ___ WIPE DOWN ALL APPLIANCES
- ___ WIPE COUNTER | TABLE | STOVE | FRIDGE | DISHWASHER
- ___ WIPE & ORANGIZE CABINETS | DRAWERS
- ___ ORANGIZE PANTRY
- ___ DUST ON TOP OF CABINETS
- ___ THROW OUT EXPIRED FOOD IN FRIDGE | FREEZER | PANTRY
- ___ CLEAN SINK
- ___ EMPTY TRASH & RECYCLING
- ___ SWEEP | VACUUM | MOP

LIVING ROOM

S M T W T F S

- ___ REMOVE & PUT AWAY CLUTTER
- ___ DUST/WIPE ALL SURFACES
- ___ DUST DECOR & WALL DECOR
- ___ CLEAN UNDER COUCHES
- ___ WIPE BASEBOARDS | WINDOWS & SILLS | DRAPES
- ___ SWEEP | VACUUM | MOP

BATHROOMS

S M T W T F S

- ___ WIPE COUNTER | CABINETS & DRAWERS | SINK
- ___ DISINFECT TOILET
- ___ SCRUB TUB | SHOWER
- ___ CLEAN MIRROR
- ___ WIPE BASEBOARDS & WINDOW SILLS
- ___ DUST WALL DECOR
- ___ WASH MATS
- ___ EMPTY TRASH
- ___ SWEEP | VACUUM | MOP

ENTRY

S M T W T F S

- ___ WIPE SURFACES & MIRRORS
- ___ DUST DECOR & WALL DECOR
- ___ ORANGIZE SHOES | COATS | OUTDOOR ITEMS
- ___ WIPE BASEBOARDS | WINDOWS & SILLS | DRAPES
- ___ SWEEP | VACUUM | MOP

BEDROOMS

S M T W T F S

- ___ DUST SURFACES | DECOR | FURNITURE
- ___ ORGANIZE CLOSET | DRAWERS
- ___ CLEAN & ORANGIZE VANITY STATION
- ___ WASH LINENS
- ___ CLEAN UNDER BED
- ___ CLEAN MIRROR
- ___ WIPE BASEBOARDS | WINDOWS & SILLS | DRAPES
- ___ EMPTY TRASH
- ___ PUT AWAY LAUNDRY
- ___ SWEEP | VACUUM | MOP

OFFICE

S M T W T F S

- ___ FILE DOCUMENTS
- ___ WIPE DESK | SHELVES | FURNITURE
- ___ REMOVE & PUT AWAY CLUTTER
- ___ DUST DECOR & WALL DECOR
- ___ EMPTY TRASH
- ___ WIPE BASEBOARDS | WINDOWS & SILLS | DRAPES
- ___ SWEEP | VACUUM | MOP

LAUNDRY

S M T W T F S

- ___ WIPE SURFACES & APPLIANCES
- ___ CLEAN LINT TRAP
- ___ RUN CLEAN CYCLE ON WASH MACHINE
- ___ REPLACE & ORANGIZE CLEANING SUPPLIES
- ___ EMPTY TRASH | RECYCLING
- ___ SWEEP | VACUUM | MOP
- ___ CLOTHES
- ___ BATHROOM TOWELS
- ___ KITCHEN TOWELS
- ___ BEDROOM LINENS
- ___ THROW BLANKETS
- ___ SALON TOWELS

AROUND THE HOUSE

S M T W T F S

- ___ CLEAN SURFACES | LIGHT FIXTURES & SWITCHES | KNOBS | RAILINGS
- ___ DUST DECOR & WALL DECOR
- ___ REMOVE & PUT AWAY CLUTTER
- ___ WIPE DOWN PLANT POTS & WATER PLANTS
- ___ WIPE WALLS
- ___ CLEAN STAIRS
- ___ VENT COVERS
- ___ PET ITEMS



Salon Cleaning Checklist

WORK STATION

- DISINFECT ALL SURFACES
- DISINFECT CHAIR & SHINE BASE
- DISINFECT COMBS, BRUSHES, CLIPS, BOWLS, TOOLS
- WIPE DOWN & ORGANIZE DRAWERS
- WIPE DOWN STYLING PRODUCTS
- UNTANGLE CORDS
- CLEAN MIRRORS
- SWEEP UNDER FLOOR MAT
- REMOVE STAINS ON FLOOR/WALLS

WASH STATION

- DISINFECT COUNTER
- DISINFECT SINK/CHAIR
- REMOVE PARTICLES FROM DRAIN CATCHER
- WIPE DOWN PRODUCT BOTTLES
- ORGANIZE TOWELS
- REMOVE STAINS ON FLOOR/WALLS

COLOUR STATION

- DISINFECT COUNTER
- ORGANIZE/RESTOCK COLOUR TUBES/BOTTLES/LIGHTNERS
- PUT AWAY CLEAN BOWLS/BRUSHES/TOOLS IN DESIGNATED SPOT
- WIPE DOWN & ORGANIZE DRAWERS
- REMOVE STAINS ON FLOOR/WALLS

DRINK STATION

- DISINFECT SURFACE
- WIPE DOWN COFFEE UNIT
- WIPE DOWN OUTSIDE/INSIDE FRIDGE
- RESTOCK FRIDGE
- RESTOCK SNACKS
- RESTOCK COFFEE/TEA
- WIPE DOWN DECOR

AFTER EACH GUEST IS COMPLETE

- DISINFECT WORKSTATIONS
- DETANGLE CORDS
- DISINFECT COMBS, BRUSHES, CLIPS, BOWLS, TOOLS
- SWEEP AFTER EACH GUEST
- DISINFECT BATHROOM
- USED CAPES/TOWLS/APRON IN LAUNDRY BASKET

TROLLY

- DISINFECT SURFACE
- WIPE DOWN & ORGANIZE DRAWERS

RECEPTION AREA

- DISINFECT SURFACE
- DUST COMPUTER
- WIPE DOWN & ORGANIZE DRAWERS
- DECLUTTER STATIONARY ITEMS
- DISINFECT WAITING CHAIRS

RETAIL

- DISINFECT EACH SHELF STARTING FROM THE TOP WORKING DOWN
- WIPE DOWN EACH RETAIL PRODUCT

BATHROOM

- DISINFECT COUNTERS
- DISINFECT SINK
- DISINFECT TOILET
- CLEAN MIRRORS
- EMPTY GARBAGE
- WIPE DOWN TOILET PAPER HOLDER
- WIPE DOWN SOAP BOTTLE
- WIPE BASEBOARDS
- RESTOCK TOILET PAPER/PAPER TOWEL/SOAP/HAND SANITIZER

OTHER

- MOP
- WATER PLANTS
- DISINFECT DOOR KNOBS
- WIPE DOWN WINDOWS/BLINDS/SILLS **LAST DONE** _____
- WIPE DOWN WALL ART **LAST DONE** _____
- WIPE DOWN DECOR **LAST DONE** _____
- WIPE BASEBOARDS **LAST DONE** _____
- DISINFECT GARAGE CANS **LAST DONE** _____

BEFORE YOUR DONE FOR THE DAY

- DISINFECT & ORGANIZE WORKSTATIONS
- UNPLUG CORDS
- EMPTY GARBAGE & NEW BAG
- START A LOAD OF LAUNDRY
- SWEEP/VACCUM/MOP
- TURN OFF MUSIC
- BLOW OUT CANDLES/AROMA