

Housekeeper Checklist

Daily	Semi-Weekly	As Needed
<ul style="list-style-type: none"> <input type="checkbox"/> Pack lunches for family <input type="checkbox"/> Wash dishes; load & unload dishwasher <input type="checkbox"/> Make dinner <input type="checkbox"/> Tidy house and put away <input type="checkbox"/> Replace dishcloth and tea towels <input type="checkbox"/> Spread up beds 	<ul style="list-style-type: none"> <input type="checkbox"/> Clean-out fridge and take inventory <input type="checkbox"/> Make grocery list (Mon and Thur) <input type="checkbox"/> Chop raw veggies & fruit for snacks <input type="checkbox"/> Empty garbage cans (Mon & Fri) 	<ul style="list-style-type: none"> <input type="checkbox"/> Childcare on teacher development days <input type="checkbox"/> Do laundry <input type="checkbox"/> Put away all clothes and linens <input type="checkbox"/> Change towels and linens as required
Weekly		
<ul style="list-style-type: none"> <input type="checkbox"/> Check pantry staples and make shopping list <input type="checkbox"/> Inventory cleaning supplies and toiletries and make shopping list <input type="checkbox"/> Prep weekend meals (Fri) <input type="checkbox"/> Change pet's food dishes <input type="checkbox"/> Empty wastebaskets <input type="checkbox"/> <input type="checkbox"/> 	<ul style="list-style-type: none"> <input type="checkbox"/> Clean and disinfect countertops <input type="checkbox"/> Clean coffee pot, toaster & kettle <input type="checkbox"/> Clean sink, taps and drying rack, lifting rack to wash & dry counter underneath <input type="checkbox"/> <input type="checkbox"/> Clean bathroom toilets and sinks <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 	<ul style="list-style-type: none"> <input type="checkbox"/> Damp wipe washer and dryer, clean lint trap, wipe inside rim of washer <input type="checkbox"/> Sweep & mop kitchen, laundry & bathroom floors <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>