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| **DONE** | **WEEKLY** | **NOTES** |
|  | Vacuum | Alternate weekly bathroom cleaning between deep cleans and spot cleans |
|  | Dust Furniture and Blinds |
|  | Clean Bathrooms |
|  | Sweep |
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| **DONE** | **BI-WEEKLY** | **NOTES** |
|  | Vacuum Stairs |  |
|  | Mop Floors |
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| **DONE** | **MONTHLY** | **NOTES** |
|  | Wipe Down Kitchen Cupboards |  |
|  | Wipe Down Kitchen Knickknacks and Canisters |
|  | Clean Stove |
|  | Wipe Down Kitchen Counters and Refrigerator |
|  | Wipe Walls & Fingerprints |
|  | Dust Light Fixtures |
|  | Vacuum Furniture |
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| **DONE** | **QUARTERLY** | **NOTES** |
|  | Clean Refrigerator |  |
|  | Dust Floor Boards and Doors |
|  | Vacuum Under Beds |
|  | Dust Lamp Shades |
|  | Vacuum Mattresses |
|  | Vacuum Drapes |
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| **DONE** | **SEMI-ANNUALLY** | **NOTES** |
|  | Dust Chandelier |  |
|  | Wash Windows |
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| **DONE** | **ANNUALLY** | **NOTES** |
|  | Clean Vents |  |
|  | Change/Clean Furnace Filter |
|  | Clean Carpets |
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| **DONE** | **WEEKLY** | **NOTES** |
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| **DONE** | **BI-WEEKLY** | **NOTES** |
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| **DONE** | **MONTHLY** | **NOTES** |
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| **DONE** | **SEMI-ANNUALLY** | **NOTES** |
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| **DONE** | **ANNUALLY** | **NOTES** |
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|  | Timing | | | | | | |
| Cleaning Task | Daily | Weekly | Bi-Weekly | Monthly | Quarterly | Semi-Annually | Annually |
| Vacuum |  |  |  |  |  |  |  |
| Dust Furniture and Blinds |  |  |  |  |  |  |  |
| Clean Bathrooms |  |  |  |  |  |  |  |
| Sweep |  |  |  |  |  |  |  |
| Vacuum Stairs |  |  |  |  |  |  |  |
| Mop Floors |  |  |  |  |  |  |  |
| Wipe Down Kitchen Cupboards |  |  |  |  |  |  |  |
| Wipe Down Kitchen Knickknacks and Canisters |  |  |  |  |  |  |  |
| Clean Stove |  |  |  |  |  |  |  |
| Wipe Down Kitchen Counters and Refrigerator |  |  |  |  |  |  |  |
| Wipe Walls & Fingerprints |  |  |  |  |  |  |  |
| Dust Light Fixtures |  |  |  |  |  |  |  |
| Vacuum Furniture |  |  |  |  |  |  |  |
| Clean Refrigerator |  |  |  |  |  |  |  |
| Dust Floor Boards and Doors |  |  |  |  |  |  |  |
| Vacuum Under Beds |  |  |  |  |  |  |  |
| Dust Lamp Shades |  |  |  |  |  |  |  |
| Vacuum Mattresses |  |  |  |  |  |  |  |
| Vacuum Drapes |  |  |  |  |  |  |  |
| Dust Chandelier |  |  |  |  |  |  |  |
| Wash Windows |  |  |  |  |  |  |  |
| Clean Vents |  |  |  |  |  |  |  |
| Change/Clean Furnace Filter |  |  |  |  |  |  |  |
| Clean Carpets |  |  |  |  |  |  |  |
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|  | Timing | | | | | | |
| Cleaning Task | Daily | Weekly | Bi-Weekly | Monthly | Quarterly | Semi-Annually | Annually |
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