



## Weekly Cleaning Routine: Living Room/Family Room

### Gather materials:

- Two empty bags.
- Cleaning cloths.
- Furniture polish.
- Glass cleaner.
- Vacuum cleaner with upholstery attachments.
- Air freshener.



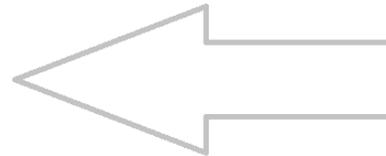
### Straighten Up First:

- Pick up trash and put in one bag.
- Gather clutter that belongs elsewhere, and put it in other bag.
- Store other items that should remain in the room. Straighten magazines/books.
- Open the curtains and dust blinds.



### Smudge Patrol:

- Light switches
- Door knobs
- Door jambs
- Walls



### Dust and Polish Hard Surfaces:

- TV screen
- Window casings and sills
- Furniture
- Knickknacks
- Lamps, including their bulbs

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### Get Vacuuming:

- Remove sofa and chair cushions
- Vacuum up crumbs, etc. on sofa and chairs
- Use upholstery attachment and vacuum backs, sides and fronts of sofa and chairs
- Vacuum each cushion as you return it to place
- Use crevice attachment and vacuum around base of walls and heavy furniture
- Use dusting attachment to vacuum lampshades
- Vacuum floor and throw rugs



### Finishing touches:

- Spray with air freshener
- Put away cleaning supplies and tools
- Throw away trash
- Return items that belong elsewhere to their appropriate locations