Living Room Spring Cleaning Routine

1. YOU WILL NEED
   - Long-handled duster.
   - Cleaning cloths.
   - Glass cleaner.
   - Furniture polish.
   - 3 bags/boxes marked Return, Donate, and Trash.
   - A vacuum with attachments.

2. LET THE LIGHT IN
   - Remove curtains or drapes.
   - Take them to laundry room if washable OR
     - Put them in car to take to dry-cleaners.

3. START WITH SMALL CHUNKS
   - Put items that belong in other rooms in “Elsewhere” box and set aside.
   - Gather things you no longer want to keep then put in “Donate” box and set aside.
   - Pick up all trash from surfaces and put in the “Trash” box.
   - Pick up all trash from beneath furniture and put in the “Trash” box.
   - Gather old magazines and newspapers and put in “Trash” box or take to recycling.

4. DUST THE STRUCTURE
   - Dust the ceiling fan.
   - Remove artwork from the walls.
   - Dust ceiling, corners and window casing.
   - Dust walls, window sills and baseboards.
   - Dust the artwork.
   - Return artwork to walls.

5. MOVE ON TO SOFT FURNITURE
   - Remove pillows and cushions from sofa.
   - Beat the pillows outside and let air.
   - Pull furniture outside and let air.
   - Vacuum sofa and chairs on all surfaces.
   - Return cushions to sofa and chairs.

6. DUST THE CONTENTS
   - Start at door and work to left.
   - Remove every item from horizontal surfaces.
   - Dust front, back and sides of tables.
   - Dust knickknacks before returning them to place.
   - Remove lampshades and dust lamps.
   - Dust light bulbs (wipe cool bulbs with glass cleaner).

7. MAKE IT SHINE
   - Polish wood furniture and fix scratches.
   - Spray and clean inside of windows.
   - Clean other glass surfaces.

8. GET VACUUMING
   - Use dust attachment to clean hearth.
   - Vacuum lampshades.
   - Use crevice attachment around base of walls.
   - Move small furniture and vacuum beneath.
   - Vacuum fronts and backs of throw rugs.
   - Vacuum the rest of the floor.

9. FINISH UP
   - Return clean curtains to the windows.
   - Straighten remaining books, magazines, etc.
   - Spray the room with air-freshener if desired.
   - Neatly fold and arrange throw blankets.
   - Take “Donation” items to the car for drop-off.
   - Return items in the “Elsewhere” box to where they belong.
   - Throw away the trash.

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