# Weekly Cleaning Routine: Living Room/Family Room

1. **Gather Materials**
   - Two empty bags.
   - Cleaning clothes.
   - Furniture polish.
   - Glass cleaner.
   - Vacuum cleaner with upholstery attachments.
   - Air freshener.

2. **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.

3. **Dust/Polish Hard Surfaces**
   - TV screen.
   - Window casings and sills.
   - Furniture.
   - Knickknacks.
   - Lamps, including their bulbs.

4. **Smudge Patrol**
   - Light switches.
   - Door knobs.
   - Door jambs.
   - Walls.

5. **Get Vacuuming**
   - Vacuum sofa and chairs.
   - Use crevice attachment and vacuum around base of walls and heavy furniture.
   - Use dusting attachment to vacuum lampshades.
   - Vacuum floor and throw rugs.

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

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