

Spring Cleaning Just Ahead

The First Day
of Spring
in 2015 is
on March 20th

Please contact **Ben Bugajewski** to schedule your
SPRING CLEANING SERVICE at your home or business.

OVER 30 YEARS OF CLEANING EXPERIENCE CLEANING ALL SURFACES INSIDE OR OUTSIDE OF YOUR HOME OR BUSINESS.

You can call him or his team at **215-491-3092** or e-mail him at **ben@bugajewski.com**.
Visit **www.bugajewski.com** to see additional cleaning tips listed under frequent questions and answers.

SPRING CLEANING CHECKLIST AND CLEANING TIPS:

Start cleaning from the highest point in each room to the lowest point. Make sure you clean all ceiling air diffusers, ceiling fans, ceiling lights and tops of all door trim. THINK SAFETY and only clean high surfaces with equipment designed to reach and remove the soil.

FOYER

1. Dust lighting fixtures.
2. Wash walls and trim. Walls painted with flat paint can be a challenge to wash. Always test clean a small area first.
3. Wash doors, knobs and switch plates.
4. Vacuum and clean any furniture. All cushions should be removed and vacuumed.
5. Empty out coat closet. Wash walls and floor, if needed. Sort items as you return them to the closet. Store out of season items, donate unneeded items.
6. Clean or replace entry mat.
7. Vacuum and scrub floors.

BEDROOMS

1. Open windows
2. Dust furniture.
3. For each drawer: remove items, vacuum drawer, place items back neatly. Donate items you no longer need.
4. Remove everything from closets. Vacuum and wash closet floor. Put everything back neatly. Donate items you no longer need.
5. Move Bed. Sort and put away anything that was under bed. Dust or vacuum under bed.
6. Put bed back. Sprinkle baking soda on mattress and let it sit for 10 minutes and then vacuum for a refreshing fragrance or clean with a dry steam cleaner.
7. Launder bedding and curtains. Wash pillows and duvet in hot water. Air out mattress pad, if you have one.
8. Dust lights. Clean lamp shades.
9. Wash windows and window sills. Take out and wash window screens.
10. Wash switch plates. Wash walls and trim as needed.
11. Wash mirrors and dust art.
12. Wash doors and doorknobs.
13. Wash floor registers and other vent covers. Vacuum inside the floor register when you remove it.
14. Vacuum and wash floor.

BATHROOMS

1. Open windows.
2. Dust and clean all ceiling lights and exhaust fans.
3. Empty all cabinets and vanity. Vacuum and wash inside, replace items neatly. Discard expired medications and cosmetics.
4. Wash outside of cabinets and vanities
5. Clean tub. Clean drain. Clean and disinfect all whirlpool tubs.
6. Clean toilet, inside and out. Make sure that the toilet is secured to the floor.
7. Clean and disinfect all showers and shower doors and curtains. Remove all mineral deposits and any rust stains.
8. Inspect all caulk and sealants in the shower. Replace if necessary.
9. Clean sink and drain.
10. Shine faucets.
11. Clean mirror and frame.
12. Dust light fixtures.
13. Wash windows and window sills. Take out and wash window screens.
14. Wash switch plates. Wash walls and trim. Wash doors and door knobs.
15. Wash floor registers and other vent covers. Vacuum inside the floor registers.
16. Vacuum and wash floors.

KITCHEN

1. Open windows.
2. Remove and clean window coverings.
3. For each cabinet or drawer: Remove items, vacuum and then wipe out drawer, place items back neatly.
4. Wash and sanitize cutting boards
5. Sharpen knives
6. Wash cabinet doors and knobs
7. Clean and organize pantry. Check food expiry dates.
8. Clean oven.
9. Clean stove top. Remove elements and drip bowls, if applicable, wash and put back.
10. Clean and organize fridge and freezer. Defrost freezer, if necessary. Check food expiry dates.
11. Clean under fridge and stove.
12. Vacuum refrigerator coils.
13. Clean microwave.
14. Clean crumbs out of toaster.
15. Wipe down any other counter appliances
16. Wash counters and back splash.
17. Wash and shine sink. Shine faucet. Clean drain.
18. Clean Dishwasher. Outside and Inside.
19. Dust light fixtures.
20. Wash windows and window sills. Remove window screens and wash.
21. Wash switch plates.
22. Wash walls and trim as needed.
23. Wash doors and door knobs.
24. Wash floor registers and other vent covers. Vacuum inside of floor register after you remove the cover.
25. Vacuum and wash floor.
26. Clean all exhaust fans.

DINING ROOM

1. Open windows.
2. Wash curtains.
3. Wipe down table and chairs.
4. Wipe down or dust other furnishing.
5. Clean chair pads, if applicable.
6. Polish table, if necessary
7. Dust any displayed china or serving dishes.
8. Launder table linens.
9. Shine silverware.
10. Dust art.
11. Wash windows and window sills. Take out and wash window screens.
12. Wash switch plates
13. Wash walls and trim.
14. Wash doors and door knobs
15. Wash floor registers and other vent covers.
16. Clean floors.

LAUNDRY ROOM

1. Open windows.
2. Wash windows and window sills.
3. Take out and wash window screens.
4. Wash cabinet doors.
5. Wash inside cabinets.
6. Wash laundry sink. Shine faucet. Clean drains.
7. Wash outside of washer and dryer.
8. Wash inside of washing machine.
9. Wash lint trap with soap and water to remove filmy build-up from laundry soaps and dryer sheets. Let air dry thoroughly before putting back in place.
10. Clean and vacuum exhaust vents from your dryer to your exterior wall which can cause a fire and increase your utility costs if there is lint build up.
11. Wash switch plates.
12. Wash walls and trim.
13. Wash doors and door knobs.
14. Wash floor registers and other vent covers.
15. Vacuum and wash floors.

LIVING ROOM/ FAMILY ROOM/ PLAYROOM

1. Open windows.
2. Vacuum furniture. Remove all sections of furniture and vacuum all surfaces.
3. Spot clean furniture, if applicable.
4. Launder throw pillows and blankets.
5. Dust shelves, furniture and decor.
6. Clean lamps and lampshades.
7. Wash windows and window sills.
8. Take out and wash window screens.
9. Clean television screen.
10. Carefully dust electronics.
11. Sort books and magazines. Donate or recycle ones that no longer suit your interests.
12. Wash hard plastic children's toys with warm soapy water. Rinse and dry. Launder stuffed toys. Donate or store toys that your children have grown too old for.
13. Wash switch plates.
14. Wash walls and trim as needed.
15. Wash doors and knobs.
16. Wash floor registers and other vent covers. Vacuum inside of floor register after you remove the cover.
17. Vacuum floors.
18. Deep clean all floor surfaces.

STAIRWELLS

1. Vacuum stairs
2. Spot clean walls.
3. Wipe down handrail.
4. Dust art and light fixtures.

OUTSIDE

1. Sweep porches and walkway.
2. Wash thresholds.
3. Wash exterior doors. Give front door a fresh coat of paint, if necessary.
4. Clean or replace welcome mat.
5. Wash siding.
6. Clean any outside furniture.
7. Pressure-wash any concrete patios.

OTHER IMPORTANT TASKS

1. Change the batteries in any smoke/fire detectors.
2. Change the air filter in the heater/air conditioning unit.
3. Update first aid kits.
4. Replace any damaged street identification numbers on your home so your home can be easily located by an emergency vehicle.
5. Deep clean all area and wall to wall carpets.
6. Deep clean all hard surface flooring.



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