

15

Minute SPEED CLEANING

Checklist



Step 1: Gather Supplies 1 Minute

Gather Your Speed Cleaning Supplies:

- Laundry Basket, Bin or Big Bag
- Garbage Bag
- Paper Towels or Rags
- Cleaning Spray
- Toilet Bowl Cleaner
- Vacuum
- Air Freshener/Spray

Step 2: Pick Up 5 Minutes

Focus only on rooms in company view. Any item out of place goes in your basket, bin or bag. Trash goes in your garbage bag. Stash your basket of misplaced items in a hidden spot until company leaves and then put them away. Clear dishes off counter and move into the sink.

Step 3: Surface Clean 4 Minutes

Spray rags or paper towels with cleaning spray and give all eye-level-and-lower surfaces a once over. Work from top to bottom. Spray surfaces in the bathroom and kitchen as well. Add toilet cleaner to the toilet, empty bathroom trash into your garbage bag.

Step 4: Clean Floors 3 Minutes

Vacuum all floors, even hardwood and tile. Remove all obvious dirt from rugs and floors.

Step 5: Swish the Toilet 1 Minutes

Return to the bathroom and swish the toilet with a toilet brush and flush. Wipe off toilet with paper towels. Toss in your trash bag.

Step 6: Throw Out Trash & Freshen 1 Minutes

Tie off trash bag and put the bag outside the door or in a closet or corner where the garbage is hidden. Take the bag out once your company leaves. Spray air freshener and fabric refresher spray.