

SPRING ORGANIZING CHART



CHAOS 2 ORGANIZED

Planned Dates for organizing	Spring Cleaning & Organizing	Donate/Sell/Relocate/Recycle/Toss
Entry Way 	<ul style="list-style-type: none">○ Dust the ceiling, fixtures, vents & ceiling molding.○ Spray and wipe down the door, glass, mirrors, blinds, baseboards, furniture & hardware.○ Mop and sweep or vacuum the floor.○ Shake out the Welcome Mat outside and sweep the Pathways.	<ul style="list-style-type: none">○ If your room is cluttered with excess items or furniture, either relocate them to another part of the house or make the decision to donate or sell them.○ Also relocate items that don't belong in that space.○ Anything old, ugly, broken, and unused is to be tossed or recycled.
Living Room 	<ul style="list-style-type: none">○ Dust the ceiling, fixtures, vents & ceiling molding.○ Spray and wipe glass, mirrors, blinds, baseboards, furniture & hardware.○ Wash windows and window sills.○ Mop and sweep or vacuum the floor and chairs and sofas.○ Dust and straighten books, magazines and Ornaments.○ Dry clean drapery and cushion covers or slipcovers.	<ul style="list-style-type: none">○ If your room is cluttered with excess items or furniture, either relocate them to another part of the house or make the decision to donate or sell them.○ Anything that is old, ugly, broken, and unused is to be tossed or recycled.○ Recycle old magazines.
Kitchen 	<ul style="list-style-type: none">○ Dust the ceiling, fixtures, vents & ceiling molding, & cook books.○ Spray and wipe down cabinets, counters, backsplash, appliances, sink, walls, and switch plates.○ Spray glass, windows, and glass shelving.○ Clean exterior and the interior of the fridge and the microwave.○ Clean Stove top and oven with oven cleaner.○ Wash out and sterilize the trash and recycling cans.○ Mop and sweep or vacuum the floor.○ Tidy and clean out items in the pantry and cabinets.○ Wash all the Kitchen linen and dish cloths.	<ul style="list-style-type: none">○ Relocate any extra furniture to another part of the house or sell these items if required.○ Also relocate items that don't belong in that space.○ Check all of the expiration dates on both the fridge and the pantry items and throw away any expired food goods.○ If you have duplicate cookware items, these can be donated or thrown away depending on the condition.○ Storage containers missing lids or too old can also be tossed.○ Throw away old sponges and worn out brushes.



Bedrooms



- Dust the ceiling, fixtures, vents & ceiling molding.
- Spray and wipe glass, mirrors, blinds, baseboards & furniture.
- Wash the bedding and turn the mattress both horizontal and vertical.
- Tidy up the accessories and books.
- Mop and sweep or vacuum the floor.
- Dry clean drapery and cushion covers or slipcovers.
- Go through all your drawers and closets and arrange all like items together neatly partitioned in baskets or organizing trays.
- If your room is cluttered with excess items or furniture, either relocate them to another part of the house or make the decision to donate or sell them.
- Also relocate items that don't belong in that space.
- Any clothing that is old, out of style, torn, and unused should be tossed or donated if still in good condition.
- Donate any extra unused bedding in your Linen Closet.

Bathrooms



- Dust the ceiling, fixtures, vents & ceiling molding.
- Sterilize the shower, tub and toilet.
- Spray and wipe glass, mirrors, and baseboards, counter tops and sink fixtures.
- Wash towels, bathroom rugs, shower curtains and wash cloths.
- Clear out all your drawers and cabinets and rearrange like items together in drawer organizers or separate containers.
- Mop and sweep or vacuum the floor.
- If your room is cluttered with excess items or furniture, either relocate them to another part of the house or make the decision to donate or sell them.
- Also relocate items that don't belong in that space.
- Anything that is old, ugly, broken, and unused is to be tossed or recycled.
- Check on expiration of all medicines and make up and toss what has already expired.

Dining Room



- Dust the ceiling, fixtures, vents & ceiling molding.
- Spray and wipe glass, mirrors, blinds, baseboards & furniture.
- Wash windows and window sills.
- Polish all the wooden furniture.
- Dry Clean Drapery.
- Polish Silverware and wash glassware.
- Wash dining room Table Linens and Cloth Napkins.
- Mop and sweep or vacuum the floor.
- If your room is cluttered with excess items or furniture, either relocate them to another part of the house or make the decision to donate or sell them.
- Anything that is old, ugly, broken, and unused is to be tossed or recycled.
- Consider donating glass ware and crockery that no longer makes a full set.



Laundry Room



- Dust the ceiling, fixtures, vents & ceiling molding.
- Wash down your washing machine and dryer.
- Clear out all the filters and clean out all crevices inside the machines.
- Wash windows and window sills.
- Wipe down all of the cupboards, the walls and switch plates.
- Mop and sweep the floor.
- Ensure that you move the machines and clear any debris that may have accumulated behind them.
- Sort out your laundry cupboards by placing all your like items grouped together and contained in a labeled bin.
- If your room is cluttered with excess items or furniture, either relocate them to another part of the house or make the decision to donate or sell them.
- Anything that is old, ugly, broken, and unused is to be tossed or recycled.
- Make sure to throw away any leaking containers or old detergents.

Outdoors & Garage



- Organize all of your items, in your garage, in labeled bins. Keep all like items together.
- Sweep and power wash your interior garage floor.
- Organize and sort all your tools into zones in the garage.
- Clean out gutters.
- Pick up all debris lying around in the garden.
- Cut and trim all your shrubs and bushes.
- Clean out flower beds.
- Make sure your sprinklers are all working.
- Sweep up the patio and place out all the washed patio furniture cushions.
- Clean the barbecue thoroughly.
- Fix any broken shutters or sliding doors.
- Wash all exterior windows.
- Ensure that your lawn mower and gas powered tools are working.
- Anything that is old, ugly, broken, and unused is to be tossed or recycled.
- When going through the garage or the shed see what items need to be tossed, recycled, or sold.
- Gather all your items, which may still hold value, from the garage as well as the house and hold a yard sale.