

Premeditated Cleaning & Organizing

April Cleaning Checklist

- Sort last year's Easter decor
- Toss out broken eggs, baskets, and other items
- File any stray receipts from last year with current tax paperwork
- File receipts for the current year
- Toss file folders and hanging files
- Throw away junk mail
- Go through pens and pencils, replace as needed
- Remove everything from your desk and polish it thoroughly
- Update your virus protection
- Dust hard drive
- Wash all pet bedding in hot water, replace if needed
- Purge overly worn pet toys
- Descale the coffee maker
- Sanitize the dishwasher
- Check freezer contents
- Change AC/heat filters
- Check caulk in the bathroom
- Swap out heavy bedding for lighter blankets
- Replace mats at the front doors if needed
- Check sprinklers
- Wash windows outside thoroughly
- Clean out gutters and downspouts