

CLEANING SCHEDULES: IDEAL, MELISSA’S, YOURS

M=Monthly W=Weekly Y=Yearly 2M=Twice Monthly Q=Quarterly 2W=Twice Weekly 2Y=Twice Yearly D=Daily

Room	Task	Time	Page	Rating	Ideal frequency	MM	Yours
FRONT ENTRYWAY							
WAVE ONE							
	Tidy and organize	5 to 15 minutes	60		W	W	
WAVE TWO							
	High dusting	90 seconds	61		M	Q	
	Clean light fixtures (removing them, dusting them, replacing them)	7 minutes/fixture	61		Y	As needed	
	Front door	2 minutes	61		M	Q	
	Mirrors and windows	90 seconds/surface	62		2M	As needed	
	Picture frames and art	30 to 60 seconds/piece	63		2M	M	
	Horizontal surfaces	1 to 2 minutes/piece	63		W	W	
	Clean purse, work bag, or knapsack	10 minutes	64		As needed	Q	
	Points of contact	2 minutes	64		W	W	
	Walls	10 seconds/mark	64		W	As needed	
	Closet	10 minutes	65		Q	2Y	
	Baseboards	2 minutes	65		2M	M	
	Welcome mats	5 minutes active, 30 minutes inactive	66		As needed	As needed	
WAVE THREE							
	Vacuum floor	3 to 5 minutes	67		W	As needed	
	Sweep porch	3 to 5 minutes	67		W	W	
	Mop floor	2 minutes	67		W	W	
LIVING ROOM							
WAVE ONE							
	Tidy and organize	5 minutes	73		W	2W	
WAVE TWO							
	High dusting	90 seconds	73		M	Q	
	Mirrors and windows	90 seconds/surface	75		2M	As needed	
	Windowsills	30 seconds/sill	75		2M	M	
	Picture frames and wall art	30 to 60 seconds/piece	75		2M	M	
	Fancy display items	Varies	76		2Y–3Y	As needed	
	Horizontal surfaces	1 to 2 minutes/piece	78		W	2M	
	Points of contact	2 minutes	78		2M	2M	
	Walls	10 seconds/mark	78		2M	As needed	
	Baseboards	5 minutes	79		2M	M	
WAVE THREE							
	Upholstered pieces	2 to 5 minutes/piece	80		2M	M	
	Rugs	10 minutes active, 30 minutes inactive	80		As needed	N/A	
	Vacuum floor	5 to 10 minutes	82		W	W	
	Mop floor	3 to 5 minutes	83		W	W	

DINING ROOM							
WAVE ONE							
	Tidy and organize	5 minutes	73		W	2W	
WAVE TWO							
	High dusting	90 seconds	73		M	M	
	Chandelier	1 to 20 minutes (depending on method)	74		Y–2Y	2Y	
	Mirrors and windows	90 seconds/surface	75		2M	As needed	
	Windowsills	30 seconds/sill	75		2M	As needed	
	Picture frames and wall art	30 to 60 seconds/piece	75		2M	M	
	Fancy display items	Varies	76		2Y–3Y	As needed	
	Horizontal surfaces	1 to 2 minutes/piece	78		W	2M	
	Points of contact	2 minutes	78		2M	2M	
	Walls	10 seconds/mark	78		2M	As needed	
	Baseboards	5 minutes	79		2M	M	
WAVE THREE							
	Upholstered pieces	2 to 5 minutes/piece	80		2M	2M	
	Rugs	10 minutes active, 30 minutes inactive	80		As needed	N/A	
	Vacuum floor	5 to 10 minutes	82		W	W	
	Mop floor	3 to 5 minutes	83		W	W	
KITCHEN							
WAVE ONE							
	Tidy and organize, pretreat	5 to 10 minutes	89		W	W	
WAVE TWO							
	High dusting	1 to 2 minutes	90		M	As needed	
	Upper cupboard fronts	5 to 7 minutes	90		2M	As needed	
	Exhaust hood	5 to 10 minutes active, 10 minutes inactive	91		W (exterior), Q (interior)	2M (exterior), 2Y (interior)	
	Backsplash	5 minutes	91		W	W	
	Countertops	10 minutes	92		D	D	
	Lower cupboards and drawers	5 to 7 minutes; 10 minutes	93; 97		2Y	2Y–Y	
	Refrigerator (exterior)	4 minutes	95		W	W	
	Stovetop and oven (exterior)	5 to 10 minutes	95		W	W	
	Freezer (interior)	20 minutes	104		Q	2Y	
	Refrigerator (interior)	5 to 10 minutes	106		Y	Y	
	Oven (interior)	10 minutes active, 3 to 4 hours inactive (self-cleaning); 20 to 45 minutes active, 10 minutes inactive (non-self-cleaning)	108		Q–2Y	2Y	
	Oven racks	10 to 20 minutes active, up to 10 hours inactive	110		Y or as needed	Y or as needed	

	Dishwasher (exterior)	3 minutes	98		W	W	
	Walls	10 seconds/mark	99		2M	As needed	
	Kitchen table	3 to 5 minutes	99		As needed	As needed	
	Picture frames and artwork	30 to 60 seconds/item	100		2M	M	
	Mirrors and windows	90 seconds/surface	100		W	W	
	Windowsills	30 seconds/sill	100		2M	As needed	
	Points of contact	2 minutes	100		W	W	
	Baseboards	5 minutes	101		2M	M	
WAVE THREE							
	Faucet and sink	3 to 5 minutes	103		As needed	As needed	
	Vacuum floor	5 to 10 minutes	103		W	W	
	Mop floor	3 to 5 minutes	103		W	W	
	Trash and trash can	5 minutes active, 10 minutes inactive	103		M	Q–2Y	
	Dishwasher (interior)	15 to 20 minutes active, up to overnight inactive	110		2Y	2Y	
	Microwave	5 minutes	111		2M	M	
	Toaster	5 to 10 minutes	112		Q	N/A	
DEN							
WAVE ONE							
	Tidy and organize	5 to 15 minutes	118		W	W	
WAVE TWO							
	High dusting	90 seconds	119		M	As needed	
	Mirrors and windows	90 seconds/surface	120		2M	As needed	
	Spot-cleaning walls	10 seconds/mark	120		2M	M	
	Picture frames and artwork	90 seconds/surface	121		2M	M	
	Horizontal surfaces	1 to 2 minutes/piece	122		W	2M	
	Points of contact	2 minutes	123		W	W	
	Polishing wood	3 to 5 minutes/piece			As needed	As needed	
	TV	2 to 3 minutes	123		2M	2M	
	Remote control and game controllers	30 to 60 seconds/each	125		2M	M	
	Electronics	60 seconds/item			2M	As needed	
	DVDs and video games (disc cases and shelving)	30 seconds to 20 minutes	126		Q	Q	
	Game consoles, stereo, cable boxes, DVD/Blu-ray players	60 seconds/item	127		M	As needed	
	Speakers and sound bars	60 seconds/item	127		M	As needed	
	Windowsills	30 seconds/sill	129		2M	M	
	Baseboards	5 minutes	129		M	M	
WAVE THREE							
	Upholstery	2 to 5 minutes/piece	129		W	W	
	Fireplace	20 minutes active, 5 minutes inactive	132		2Y	N/A	

	Plants	1 minute/plant	132		M	As needed	
	Vacuum floor	5 to 10 minutes	134		W	W	
	Mop floor	2 to 5 minutes	135		W	N/A	
BATHROOM							
	Pretreat	5 to 10 minutes	140		W	2M	
	Exhaust fan and high dusting	3 to 5 minutes	141		As needed	As needed	
	Shower and tub	10 to 15 minutes active, 5 to 10 minutes inactive	142		2M	2M	
	Shower curtain, shower curtain liner, bathroom rug/mat, nonslip bath mat	30 minutes inactive, 2 minutes active	145		Q	Q	
	Clean and polish chrome fixtures	1 minute/fixture	145		W	W	
	Toilet	3 to 7 minutes active, 5 minutes inactive	147		W	W	
	Towel bar and toilet paper holder	30 seconds	147		W	W	
	Walls	10 seconds/mark	148		Q	Q	
	Mirrors, medicine cabinet, and windows	5 to 7 minutes	148		W (mirrors/ medicine cabinet), M windows	W (mirrors/ medicine cabinet), Q windows	
	Windowsills and blinds	30 seconds/item	149		2M	2M	
	Vanity top	5 to 8 minutes	149		W	W	
	Cupboards and drawers (interior)	5 to 10 minutes/cupboard/drawer			2Y–Y	Y	
	Soap dish and toothbrush holder	1 to 2 minutes/item active, 5 minutes inactive	150		M	M	
	Points of contact	2 minutes	151		W	W	
	Sink	2 to 3 minutes	151		W	W	
BEDROOM	Baseboards	2 minutes	152		M	M	
	Floor	3 to 5 minutes	152		W	2M	
WAVE ONE							
	Make bed	2 to 10 minutes	159		D	D	
	Change linens	5 to 10 minutes	159		W	W	
	Tidy and organize	5 to 10 minutes	162		W	W	
WAVE TWO							
	High dusting	90 seconds	163		M	As needed	
	Mirrors and windows	90 seconds/surface	164		M	M	
	Picture frames and artwork	30 to 60 seconds/piece	164		2M	M	
	Walls	10 seconds/mark	165		M	As needed	
	Horizontal surfaces	1 to 2 minutes/piece	165		2M	2M	
	Points of contact	2 minutes	166		2M	2M	
	Windowsills and blinds	30 seconds/sill	166		2M	2M	
	Baseboards	5 minutes	166		M	M	

WAVE THREE							
	Vacuum floor	7 to 10 minutes	167		W	W	
	Mop floor	3 to 5 minutes	167		W	N/A	
HOME OFFICE							
WAVE ONE							
	Tidy and organize	5 to 10 minutes	173		2M	M	
WAVE TWO							
	High dusting	90 seconds	174		M	As needed	
	Mirrors and windows	90 seconds/surface	175		M	As needed	
	Windows and window coverings	30 seconds/item	175		2M	2M	
	Picture frames and artwork	30 to 60 seconds/piece	176		2M	M	
	Walls	10 seconds/mark	177		2M	M	
	Horizontal surfaces	1 to 5 minutes/piece	177		2M	2M	
	Office chair	2 to 10 minutes	179		2Y	As needed	
	Books and bookshelves	2 to 10 minutes/shelf	179		2M (shelves), Q (removing books)	As needed	
	Keyboard	3 minutes	180		Q	N/A	
	Mouse	1 minute	181		Q	N/A	
	Monitor	2 minutes	182		M	N/A	
	Speakers	1 minute/speaker	182		Q	N/A	
	Printer	1 minute	183		2Y	N/A	
	Computer tower	2 minutes	183		M	N/A	
	Telephone	1 to 2 minutes	184		2M	N/A	
	Tablet	30 to 60 seconds	185		W	W	
	Laptop	2 to 5 minutes	186		M	M–Q	
	Points of contact	2 minutes	187		2M	2M	
	Baseboards	5 minutes	187		M	M	
WAVE THREE							
	Vacuum floor	7 to 10 minutes	188		W	W	
	Mop floor	2 to 3 minutes	189		W	N/A	
HALLWAYS, STAIRCASES, AND OTHER PASSAGEWAYS							
WAVE ONE							
	Tidy and organize	3 to 5 minutes	193		W	2M	
WAVE TWO							
	Chandelier	10 to 20 minutes	194		Y	Y	
	High dusting	2 to 5 minutes	194		M	M–Q	
	Mirrors and windows	90 seconds/surface	195		2M	N/A	

	Windowsills and blinds	30 seconds/sill	195		2M	N/A	
	Picture frames and artwork	30 to 60 seconds/piece	196		M	M	
	Walls	10 seconds/mark	196		W	2M	
	Staircase	5 to 15 minutes	197		W	W	
	Horizontal surfaces	1 to 2 minutes	201		2M	N/A	
	Points of contact	2 minutes	202		W	W	
	Baseboards	5 to 10 minutes	202		2M	M	
WAVE THREE							
	Vacuuming (not including stairs)	7 to 10 minutes	204		W	W	
	Mopping floors (not including stairs)	3 to 5 minutes	205		W	W	
STORAGE SPACES							
WAVE ONE							
	Tidy and organize	5 to 30 minutes	211; 220		2Y (unfinished), Q (finished)	Y (unfinished), Q (finished)	
WAVE TWO							
	High dusting	5 to 10 minutes	212; 221		2Y	2Y	
	Windows	2 to 3 minutes/window	212		M (finished), 2Y (unfinished)	N/A	
	Walls (unfinished)	20 to 30 minutes/room	213		Y or as needed	As needed	
	Horizontal surfaces (finished spaces)	2 to 5 minutes/item			2M	2M	
	Dusting stored items	20 to 60 minutes	214		Y or as needed	As needed	
	Clean trash and recycling bins	10 minutes active, 10 minutes inactive/bin	215		Q	Q–2Y	
	Wall fixtures (shelves, etc.)	2 minutes/surface	221		2M	M	
	Washing machine	5 minutes active, 30 to 60 minutes inactive	222		Q	Q–2Y	
	Dryer	30 to 45 minutes	223		Q	Y	
	Laundry basin	5 to 10 minutes	224		Q	M	
	Closets	10 to 20 minutes	224		Q	Q	
	Walls (finished)	10 seconds/mark	226		M	Q	
	Points of contact	2 minutes	226		2M	M	
	Baseboards	5 minutes	227		M	M	
WAVE THREE							
	Vacuum or sweep floors (unfinished spaces)	5 to 20 minutes	216		Q–2Y	As needed	
	Mop floors (unfinished spaces)	5 to 10 minutes	216		Q–2Y	As needed	
	Floor mats	5 minutes active, 30 minutes inactive	227		Q	Q–2Y	
	Vacuum floors (finished spaces)	7 to 10 minutes	228		2M	M	
	Mop floors (finished spaces)	3 to 5 minutes	228		2M	M	