

spring cleaning list: home office

| done | to do | assigned to | recommended tools & products | helpful tips & online resources |
|--------------------------|---|-------------|--|--|
| <input type="checkbox"/> | <p>Clean window treatments.</p>  | _____ | <ul style="list-style-type: none"> ❖ Machine washable: Washing machine, color-safe detergent ❖ Dry-clean only: Visit your local dry cleaner ❖ Blinds: <i>Pledge® Multi-Surface Duster</i> | <p>Weather permitting, dry your curtains outdoors. You'll save energy and your curtains will smell fresh.</p> <p>Spots on colorfast material can be removed with <i>Shout® Wipes</i>.</p> <p>Check out our article: "The ABCs of Window Treatments"</p> |
| <input type="checkbox"/> | <p>Wash inside of windows.</p>  | _____ | <ul style="list-style-type: none"> ❖ <i>Windex® Original Glass Cleaner</i> ❖ <i>Windex® Dry Microfiber Cloth</i> | <p>Check out our article: "Window Cleaning Tips"</p> |
| <input type="checkbox"/> | <p>Vacuum and wipe walls and ceilings.</p>  | _____ | <ul style="list-style-type: none"> ❖ Vacuum cleaner with extension attachment, soft cloths (sponge, mild soap and water, if necessary) | <p>Before washing walls, determine water resistance of all paint and wall coverings. Latex and oil-based paints are generally safe to wash. If your walls have a rough texture, use old nylon stockings instead of a sponge that could tear.</p> <p>Check out our article: "Cleaning Hard-to-Reach Spaces"</p> |
| <input type="checkbox"/> | <p>Shampoo or steam-clean wall-to-wall carpets, area rugs and upholstery.</p>  | _____ | <ul style="list-style-type: none"> ❖ Steam cleaner, water, cleaning solution | <p>If you have carpets, plus children and/or pets, you may want to invest in a home steam cleaner for more frequent cleanings. Otherwise, it's easy to rent a steam cleaner—check your local telephone directory.</p> |



professional





adult



child

Some cleaning products should be kept out of reach of children. Check all labels. Supervise all children as appropriate for their age.

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| <input type="checkbox"/> | <p>Clean out files. Shred tax forms you no longer have to keep. Review and update insurance policies, contracts and household inventories.</p>   | _____ | <ul style="list-style-type: none"> ❖ Shredder, trash bags, file folders | <p>Before shredding any old tax returns, check with your tax accountant for specific information about what you should keep and what you can shred.</p> <p>Check out our article: “Declutter your Home Office”</p> |
| <input type="checkbox"/> | <p>Use containers to organize office supplies and desk drawers.</p>   | _____ | <ul style="list-style-type: none"> ❖ <i>Ziploc® Brand Snap 'n Seal Containers</i> | <p>Shatterproof, clear plastic containers are great for organizing office supplies.</p> |
| <input type="checkbox"/> | <p>Properly dispose of or give away any unwanted software, hardware or electronics.</p>  | _____ | <ul style="list-style-type: none"> ❖ Trash bags ❖ Storage boxes | <p>Schools, libraries, churches and shelters are good places to donate working electronics. Search online or call your city’s waste management office for e-waste recycling centers in your area.</p> |
| <input type="checkbox"/> | <p>Take books and accessories off shelves. Dust all.</p>   | _____ | <ul style="list-style-type: none"> ❖ <i>Pledge® Multi-Surface Duster</i> | <p>Check out our articles: “Dust Mites & Allergies” “Cleaning Hard-to-Reach Spaces”</p> |
| <input type="checkbox"/> | <p>Shine and protect wood furniture.</p>   | _____ | <ul style="list-style-type: none"> ❖ Soft cloths ❖ <i>Pledge® Natural Beauty Spray</i> | <p>You may want to consider <i>Pledge® Extra Moisturizing Furniture Polish</i> to protect your wood furniture from harsh winter conditions that could cause it to dry out and crack.</p> |



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