

15 MINUTES A DAY
to a Company-Ready Home

DAY	ACTIVITY
MON	Make beds/change sheets Wipe down sink/counter/mirrors in bathrooms PEEP
TUE	Make beds Clean toilets PEEP
WED	Make Beds Swiffer Dust all Furniture PEEP
THU	Make Beds Wet Swiffer or vacuum floors PEEP
FRI	Make Beds Wash throw rugs Empty all trash PEEP
SAT 1x mo.	Deep Cleaning Day (see CLEANING DAY PLAN OF ATTACK)
SUN 1X yr.	Spring Cleaning (may take several days)

PEEP= a Place for Everything, Everything in its Place

SUPPLY LIST

- **Supplies in each bathroom:**
 - Disinfecting Wipes
 - Windex
 - Paper Towels
 - Toilet Cleaner/Brush
- **Swiffer Mop (wet and dry pads)**
- **Swiffer Duster**

P.E.E.P.

(A Place for Everything, Everything in its Place)

It's important that you begin with an organized home. Once you have a place for everything, PEEP is simply a quick sweep to put everything back in its assigned place.