

15 MINUTES A DAY

to a Company-Ready Home

DAY	ACTIVITY
MON	Make bed(s)/change sheets Wipe down sink/counter/mirrors- Master bath Clean Toilet- Master bath Swiffer Dust furniture- Master bed Wet Swiffer or vacuum floor- Master bed Shake out all throw rugs PEEP
TUE	Make Bed(s) Wipe down sink/counter/mirrors- Main bath Clean toilet- Main bath Wet Swiffer floor- Kitchen PEEP
WED	Make Bed(s) Wipe down sink/counter/mirror- Guest bath Swiffer Dust furniture- Guest bed Wet Swiffer or vacuum floor- Guest bed Clean out & organize fridge PEEP
THU	Make Bed(s) Swiffer Dust furniture- Livingroom Wet Swiffer or vacuum floor- Livingroom Wash throw rugs Empty all trash PEEP
FRI	Make Bed(s) Wipe down sink/counter/mirrors- Master bath Clean Toilet- Guest Bath Swiffer Dust furniture- Office Wet Swiffer or vacuum floor- Office 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

1. Keep these supplies in every bathroom:

- Disinfecting Wipes
- Windex
- Paper Towels
- Toilet Cleaner/Brush

2. Swiffer Mop (wet and dry pads)

3. 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 maintenance to make sure everything goes back home.