

The Homemaking Booklet Series

Setting Up a Cleaning Schedule...



...that works!

By
Sheri Graham

"She looketh well to the ways of her household..."

Setting Up a Cleaning Schedule...That Works!

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Introduction

This booklet is part of **The Homemaking Booklet Series** that I will be putting together on various homemaking skills. These are things I want to pass on to my daughters, so I decided it would be beneficial to put them in booklet form. Now YOU can enjoy them too!

This booklet will deal with **setting up a cleaning schedule!**

This is one area that I have had to continually work on as the years have gone by. It takes discipline and a “plan” to get things done. I will share with you what has worked for me, as well as other ideas to get you started down the path of creating a customized cleaning schedule that works for your family.

I will note that in this booklet I refer a lot to the Intentional Planner. This is a planner that I have created for myself and am now selling on my website. It comes in Microsoft Word and PDF format. I will include in this booklet the forms that you will need for setting up a cleaning schedule; however, I would highly suggest getting the Intentional Planner so that you can more easily integrate your cleaning tasks into your daily schedule. The planner integrates it all!

You can purchase the planner at this link:
<http://www.school4jesus.com/Homemaking.html>.

Ok...are you ready? Let's get to cleaning!

Sheri

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Step 2 – Decide how and when you will do your cleaning

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Helpful Websites

Cleaning Recipes

STEP 1: Make a Master List of Cleaning Tasks

The first thing you will need to do is to make a complete list of all cleaning tasks that need to be done on a daily, weekly, monthly, and seasonal or yearly basis. This list is very important so make it as complete as possible. To get you started, I will list some ideas under each heading so you can see what I mean. I will include a chart on the following page that you can use to make out this master list of cleaning tasks.

Here are some ideas...

Daily:

Dishes
De-cluttering
Vacuum or sweep
laundry
empty trashes

Weekly:

Vacuuming
Mopping
Dusting
Sweeping
Clean Bathroom Sink
Clean Bathroom tub/shower
Clean bathroom toilet
Wipe down appliances
Wipe down kitchen counters

Monthly:

Knock down cobwebs
Dust light fixtures
Clean dishwasher & washing
machine

Seasonal/Yearly:

Clean windows
Clean walls
Clean gutters
Vacuum vents and ducts
Replace furnace filter
Clean carpets/rugs

This is obviously not an exhaustive list, just some ideas to get you started. (See also the helpful links for some great websites to help you in creating your Master List of Cleaning Tasks.) Now, take the chart on the next page and start making your own list. Go through every room in the house and write down everything that needs to be done in that room for it to be clean, then write it down under the correct heading (daily, weekly, monthly, etc.). Once you have completed this step, you are ready for Step 2!

Master List of Cleaning Tasks

Daily:	Weekly:

Master List of Cleaning Tasks

Monthly:	Yearly/Seasonally:

STEP 2: Decide How and When You Will Do Your Cleaning

This may be the hardest step for you in this process of setting up a cleaning schedule. You may actually find that you will need to change when you do your cleaning as the seasons of your lives change. I will present a few different methods that you can consider, then you will need to pray about it, consider your family's schedule, and choose the "way" that works best for you.

This step is really looking at the cleaning tasks that have to be done weekly, monthly, and yearly/seasonally. The cleaning tasks that have to be done daily, such as dishes, are pretty much non-negotiable. They HAVE to be done every day.

Here are a few different methods that you can consider for getting your weekly/monthly/yearly/seasonal cleaning tasks done:

1 – Do ALL your cleaning tasks on one day. Choose a day of the week that is not as busy as the others and assign that day as your cleaning day. There can be an advantage to doing everything on one day in that your time during the rest of the week is freed up a bit. BUT, it can be overwhelming too having to do it all on one day. You decide.

2 – Spread out the cleaning tasks throughout the week, doing a little each day. I have found this to be the best option that works for us. Each of us have assigned jobs to do each day. When it is chore time, we go to our charts and get to work! It only takes 10-15 minutes each day! Some weeks can get hectic and we get behind. On those weeks we take Fridays to catch up. We go back to our Weekly Cleaning Chart (which you will be creating in Step 3) and work down through making sure all the tasks are completed.

3 – Choose two or three days of the week for cleaning days and spread the tasks out over those days. You may find that certain days of the week are busier than others, but you would prefer not to do all the weekly cleaning on one day. So, look at your week, choose the days that you will have time to clean, and divide up the tasks between those days.

Once you have decided on "when" you will clean, move on to Step 3!

STEP 3: Make a Weekly Cleaning Chart

Now that you have decided on what days of the week you will clean, it is time to create your Weekly Cleaning Chart. On this chart you will list all the daily and weekly cleaning tasks to be done each day, depending on what you decided in Step 2. Don't worry about the monthly and yearly/seasonal cleaning at this point. We will address those later.

If you decided to do all your cleaning on one day, you can use the first chart below. Write in the day of the week you will clean on, then list the cleaning tasks and who will do each one.

If you decided to spread out the cleaning over several days or over the whole week, then you can use one of the other two charts below. One includes Monday through Friday only and the other one includes Saturday as well.

The last page of this step is the schedule I use with our family. I am including this for your reference only so that you can see what this might look like.

Once you have this list completed, make a copy of it and place it on your refrigerator or bulletin board. Keep this list in a handy spot so the whole family can see it each day. Put the original chart in your Intentional Planner for safe keeping!

Now that you have completed the Weekly Cleaning Chart, it is time to integrate these tasks into your Daily Planner Pages.

Move on now to Step 4!

Weekly Cleaning Chart

Cleaning Day: _____

Chores	Who

Weekly Cleaning Chart

Chores	Who
Monday:	
Tuesday:	
Wednesday:	
Thursday:	
Friday:	

Weekly Cleaning Chart

Chores	Who
Monday:	
Tuesday:	
Wednesday:	
Thursday:	
Friday:	
Saturday:	

Weekly Cleaning Chart

Monday

- LAUNDRY: Boys & towels
- MOM: Clean all kitchen appliances
- SARAH: Polish all mirrors and glass doors
- SARAH & JONATHAN: Wipe down washing machine and drier
- ROBERT: Wipe/dust all computer and TV screens
- ROBERT & JONATHAN: Change all trashes
- ROBERT: Take dumpster to the street

Tuesday

- LAUNDRY: Girls & Wesley
- MOM: Use a duster, and dust downstairs
- MOM: Wipe down all tables and counters in house
- SARAH: Vacuum Dining Room & Living Room
- ROBERT: Vacuum School Room and Play Room
- ROBERT: Put dumpster away
- JONATHAN: Dust floorboards downstairs

Wednesday

- LAUNDRY: Our Laundry & Bob's Work Clothes
- MOM: Wipe down shower & tub
- MOM: Sweep and mop kitchen & downstairs bathroom
- MOM: Pack diaper bag for TLC
- SARAH: Clean sinks in bathrooms
- ROBERT: Clean all toilets and restock toilet paper
- ROBERT: Pack Bibles in book bag for TLC

Thursday

- LAUNDRY: Wash all towels and bedding
- MOM: Dust upstairs
- MOM: Vacuum & mop bathroom upstairs
- MOM: Sweep upstairs steps
- MOM: Clean out refrigerator
- SARAH: Dustmop/vacuum your room and Dad & Mom's room & hallway upstairs
- ROBERT: Dustmop/vacuum your room and Rachel's room & Wesley's room upstairs
- ROBERT & JONATHAN: Change all trashes
- JONATHAN: Dust floorboards upstairs

Friday

- SARAH & ROBERT (rotate weeks) Sweep front porch
- Do a Focus Cleaning on something that needs it in the house
- Do some projects around the house and yard (organizing, decluttering, etc.)
- Tidy and organize office

ONLY SAMPLE

STEP 4: Transfer Daily Cleaning Chores to Daily Planner Pages

The Weekly Cleaning Chart you created in Step 3 is a handy reference for the whole family. But, if you are like me, I like to have “my” tasks all in one place. I want to be able to see what I need to do each day alongside of my appointments for the day, and my other chores (such as laundry, fixing meals, baking bread, etc.).

So what I have done is include these daily cleaning tasks (only the ones that are assigned to me- not the ones for the kids) and added them to my Daily Planner Pages in my Intentional Planner. The Daily Planner Pages that come with the Intentional Planner include a page for each day of the week. This way I can customize each day with the specific tasks to be done that day. I love it! If you don't have the Intentional Planner, you can make up your own daily planner pages by simply typing up a page for each day of the week. Include your cleaning tasks for each day and anything else you desire.

Now, regarding the assigned cleaning tasks for your children – you can either have them refer to the Weekly Cleaning Chart (which is posted) OR you can add these daily cleaning tasks to their charts that you may be using for their homeschool assignments. You decide what works best for your kids. I have done both ways, and am currently just having them refer to the Weekly Cleaning Chart. This also makes it easy if you want to switch some chores around and assign different chores to different children.

Let's recap what we have done so far...

- ✓ You have completed a master list of all cleaning tasks
- ✓ Decided on what day(s) of the week you will clean
- ✓ Made a Weekly Cleaning Chart
- ✓ Transferred the daily and weekly cleaning tasks to your Daily Planner Pages

Now, in the next step we are going to look at the monthly and yearly/seasonal cleaning tasks! You are ready to move on to the last step – Step 5!

STEP 5: Transfer the Monthly and Yearly/Seasonal Cleaning Chores to Your Monthly Tasks to Remember Page

We have already taken care of the daily and weekly cleaning tasks on your Master List of Cleaning Tasks...now we are going to take care of the monthly and yearly/seasonal tasks!

Transfer all these cleaning tasks to the Monthly Tasks to Remember chart, which I have included below (this form is included in the Intentional Planner as well). This form will be used for more than just cleaning tasks. You can also include anything that you need to remember to do each month. But for now, just transfer all your monthly and yearly/seasonal cleaning tasks to the appropriate months.

The Monthly Tasks to Remember page will be kept in your Intentional Planner. All the information on this page will then be transferred over to the monthly calendar pages. Then each week when you print out and set up your Daily Planner Pages for the week, you will look at your monthly calendar for the current month and transfer anything for that week over to your Daily Planner Pages.

Once you have transferred everything over to your Monthly Tasks to Remember page, you are done! Well, except if you want to count actually CLEANING as Step 6 ☺!



January

July

February

August

March

September

April

October

May

November

June

December

Monthly Tasks to Remember



Some websites you may find helpful:

http://www.flylady.net/images/Detailed_Cleaning_Lists.pdf

For those of you familiar with the Fly Lady, here is the link to her detailed cleaning lists. You may find this helpful when working through Step 1!

<http://www.flylady.net/>

I thought I'd go ahead and include the link to the Fly Lady website. This might be helpful for some just getting started and in need of MUCH encouragement!

<http://www.tipztime.com/chorecharts/freechorecharts.html>

Here is a neat website with a bunch of printable chore charts. For those of you who are having a hard time figuring out what cleaning needs to be done in each room, this is another resource you might find helpful.

<http://www.printablechecklists.com/checklist11.shtml>

Here are some Chores for Children checklists that might be helpful for you in determining what kinds of chores each child can do.

<http://tinyurl.com/5rveek>

The Motivated Moms Chore Planner might be a good option for those who don't have the time or desire to make up your own cleaning schedule. This might get you started on a "schedule", and then you can create your own!



Natural Cleaning Products!

FOR CLEANING NON-WOOD SURFACES AND TILES

Mildly acidic white vinegar dissolves dirt, soap scum, and hard water deposits from smooth surfaces. White vinegar is a natural deodorizer, absorbing odors instead of covering them up. (And no, your bathroom won't smell like a salad! Any vinegar aroma disappears when dry.) With no coloring agents, white vinegar won't stain grout on tiled surfaces.

Homemade Spray Cleaner Recipe

Mix in a sprayer bottle:

1 cup white vinegar

1 cup water

In the kitchen, use vinegar-and-water spray to clean countertops, lightly soiled range surfaces and backsplash areas.

In the bathroom, use vinegar spray cleaner to clean countertops, floors, and exterior surfaces of the toilet.



For really tough bathroom surfaces such as shower walls, pump up the cleaning power by removing the sprayer element and heating the solution in the microwave until barely hot. Spray shower walls with the warmed generously, allow to stand for 10 to 15 minutes, then scrub and rinse. The heat helps soften stubborn soap scum and loosens hard water deposits.

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## **FOR POLISHING WOOD SURFACES AND FURNITURE**

Most of us no longer use hard-to-apply furniture wax, but rely on oil-based polish to keep furniture protected and shiny.

Our "salad dressing" version avoids the danger of silicone oil, found in most commercial polishes and sprays. Silicone oil can penetrate tiny cracks in furniture finish and enter the wood, causing problems in the event refinishing is needed. Lemon juice dissolves dirt and smudges, while olive oil shines and protects the wood:

## Furniture Polish Recipe

Mix in a sprayer bottle:

1 cup olive oil

1/2 cup lemon juice

Shake well and apply a small amount to a flannel cleaning rag or cleaning cloth. Spread evenly over furniture surface. Turn cloth to a dry side and polish dry.

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FOR CLEANING THE TOILETS

Use undiluted white vinegar to scrub the inside of the toilet bowl. Before you begin, dump a bucket of water into the toilet to force water out of the bowl and allow access to the sides. Pour undiluted white vinegar around the bowl and scrub with a toilet brush to remove stains and odor. Use a pumice stone to remove any remaining hard water rings.

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## **FOR CLEANING SINKS AND TUBS**

Baking soda's mild abrasive action and natural deodorizing properties make it a powerful replacement for harsh commercial scouring powders. Put baking soda to work in your organized home:

Sprinkle baking soda onto a damp sponge to tackle grimy bathtub rings, scour vanities, or remove food deposits from the kitchen sink. For tougher grime, make a paste of baking soda and water, apply to the tub or sink, and allow to stand for 10 to 20 minutes. Dirt, soap scum and deposits soften and are easier to remove.

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CLEAN CLOGGED SHOWER HEADS

Clean shower heads that have been clogged with mineral deposits with undiluted white vinegar. Place ¼ to ½ cup vinegar in a plastic food storage bag, and secure the bag to the shower head with a rubber band. Let stand for 2 hours to overnight, then rinse and buff the fixture to a shiny finish.

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### **FOR SLOW-RUNNING DRAINS**

Keep bathroom drains running freely by pouring ½ to ¾ cup baking soda into the drain, and dribbling just enough hot water to wash the solution down. Let stand for 2 hours to overnight, then flush thoroughly with hot water. The deodorizing effect is an added bonus! [Do not use this method on blocked drains.]

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FOR CLEANING MIRRORS, TV/COMPUTER SCREENS, AND GLASS

Rubbing (isopropyl) alcohol provides the base for an evaporating cleaner to rival commercial window and glass cleaning solutions. Use this glass cleaning spray recipe for windows, mirrors, chrome fixtures and for a shiny finish on hard-surface ceramic tiles:

Homemade Glass Cleaner Recipe

Mix in a sprayer bottle:

1 cup rubbing (isopropyl) alcohol

1 cup water

1 tablespoon white vinegar

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### **FOR SCRUBBING HARD FLOORS**

Fill your mop bucket with steaming hot water. Add vinegar to water – 1 cup vinegar for every gallon of water. This works great on floors and doesn't create any residue while picking up scuffs and odors.

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FOR SPOT-CLEANING CARPETS

Pour some undiluted rubbing alcohol on the spot, and rub with a wash cloth.

DISHWASHER DETERGENT

Recipe #1:

1 cup borax
1 cup baking soda

In a small container, mix together the borax and baking soda. I keep a tablespoon inside the container with my mixture, and when I run my dishwasher I put in 1 tablespoon of the homemade detergent.

Recipe #2:

2 parts cheap dishwashing detergent (like from Dollar Store)
1 part baking soda
1 part borax

Mix up however much you want to have on hand, then add 1-2 tablespoons of detergent to the dishwasher.

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## **RINSE AID FOR THE DISHWASHER**

Once every week or two I fill the rinse aid receptacle with vinegar.

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Note from Sheri: I am currently using Recipe #2 above and it is working really well. My dishes come out clean and sparkling...and this is so easy and cheap to make! Give it a try!

LAUNDRY DETERGENT - (Powder)

1 bar grated soap (Fels Naptha
or Ivory)
1 cup baking soda
1 cup borax

Mix everything and store in an
airtight container.



Use 1 tablespoon per load. Use 2 tablespoons for heavy soiled loads.

Note: Add powder to empty washing machine and start water. Once the powder is mixed with the water a bit, then add your clothes.

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## FABRIC SOFTENER

Add white vinegar ( $\frac{1}{2}$  cup) to the last rinse cycle when washing your clothes. If you have a place where you are supposed to put your fabric softener (our washer has a little holder right in the middle of the agitator), then fill it with the vinegar like you would fabric softener. It should hold about  $\frac{1}{2}$  cup - at least ours does.

The vinegar will not only soften your clothes, but it helps rinse all the detergent out of your clothes. If you want a little fragrance, add 25-30 drops of essential oil to your gallon of vinegar and shake up.

## ANOTHER POWDERED LAUNDRY SOAP RECIPE

2 boxes borax  
2 boxes washing soda (NOT the same as baking soda)  
2 bars Fels Naptha (Ivory Soap can be used too)

Dump in your boxes of washing soda and borax into whatever sort of container you're going to use. Grate up the soap. Then put the lid on and shake it up -- or you can stir it if you want.

When you're going to use this, you only need about 1/8th of a cup (or 2 tablespoons) per load.



## HOMEMADE LAUNDRY DETERGENT - LIQUID

**Note from Sheri:** I have tried several different liquid laundry detergent recipes that I've found on the internet and never had much luck with them. I decided to stick with the powdered versions – they are less messy and don't take up so much space to store. I will include some links below to some liquid recipes if you want to give it a try!

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<http://www.thefamilyhomestead.com/laundrysoap.htm>

<http://www.thesimpledollar.com/2007/03/15/how-to-make-your-own-laundry-detergent-and-save-big-money>

<http://www.christian-mommies.com/special-features/just-for-moms/homemade-laundry-detergent>

<http://tipnut.com/10-homemade-laundry-soap-detergent-recipes>



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Hopefully this will get you started! Have fun!

# Congratulations on creating your own customized cleaning schedule!

This system is working for me and I pray it will help you to be more organized and intentional in keeping your home clean. Having a “plan” will not get the cleaning done, however! You have to be disciplined to “do” it, and to train your children to help. Work as a team and you will be amazed how much you can get done in a short amount of time.

Happy Cleaning!





# Graham Family Ministries

Encouraging Families  
In the Lord and His Ways

[www.school4jesus.com](http://www.school4jesus.com)

Our website is full of FREE articles and downloads, eBooks by us and others, homeschooling information, links to helpful resources, our favorite links, and MORE! My desire is to provide encouragement to the Christian family ~ touching on matters that are close to my heart -- homeschooling, homemaking, discipling our children, saving money, and SO MUCH more!

Take some time to look around our website...there is something for everyone! We pray you will be blessed and encouraged in your walk with the Lord....encouraged as Christian families in the Lord and His ways!



*Also.....check out our blogs!*

- ◆ The Nourishing Home - <http://nourishinghome.blogspot.com>
- ◆ The Nourishing Cookbook - <http://nourishingcookbook.blogspot.com>
- ◆ To Teach What Is Good Newsletter - <http://toteachwhatisgood.blogspot.com>



Thank You!