

Appendix F: Room-by-Room Cleaning Cards

Use each card as a finish line, not an invitation to discover more work. Bring a trash bag, laundry container, and relocation basket; move high to low and dry to wet; clean the floor last; then remove supplies and stop.

Kitchen Card

- Reset: Card instructions: Refrigerate food; remove trash; gather dishes; clear the sink and main preparation surface.
- Clean: Card instructions: Wash or load dishes; clean counters and sink; wipe needed appliance surfaces and touchpoints; address visible spills; clean the floor last.
- Finish line: Card instructions: Food is safe, dishes are contained, one work surface and sink section are usable, trash is contained, and the floor is safe.
- Less-often care: Card instructions: Refrigerator shelves; pantry; cabinet fronts; oven or appliance care; vents; detailed floor edges.

Bathroom Card

- Reset: Card instructions: Remove trash and laundry; clear the sink area; replace soap, paper, and necessary clean towels.
- Clean: Card instructions: Clean mirror, sink, touchpoints, toilet, and the tub or shower areas needed for use; clean the floor last; keep toilet tools separate.
- Finish line: Card instructions: The toilet and sink are clean, bathing is possible, supplies are present, trash is removed, and the floor is safe.
- Less-often care: Card instructions: Grout; shower curtain or door; exhaust cover; drains; cabinet interiors; walls; detailed fixture care.

Bedroom and Shared-Space Cards

Bedroom Card

- Reset: Card instructions: Remove dishes and trash; contain clothing; clear paths and the bed; gather items that belong elsewhere.
- Clean: Card instructions: Make or remake the bed; dust reachable surfaces; wipe needed touchpoints; clean the floor last; prepare tomorrow's clothing.
- Finish line: Card instructions: The bed is ready for sleep, clothing is contained, one nearby surface is usable, and movement is safe.

- Less-often care: Card instructions: Under furniture; mattress and bedding care; closet edit; curtains or blinds; lamps; baseboards.

Living or Family Room Card

- Reset: Card instructions: Remove trash, dishes, and laundry; collect out-of-place objects; straighten seating and the primary surface.
- Clean: Card instructions: Dust reachable surfaces and electronics safely; wipe needed touchpoints; reset blankets and useful objects; clean the floor last.
- Finish line: Card instructions: There is a clear place to sit, the main surface can function, belongings are contained, and the room is ready for ordinary use.
- Less-often care: Card instructions: Upholstery; under furniture; shelves; media storage; curtains or blinds; decor rotation; floor edges.

Passage and Work-Space Cards

Entry and Hallway Card

- Reset: Card instructions: Remove trash and items that belong elsewhere; contain shoes, coats, bags, mail, and outdoor gear.
- Clean: Card instructions: Wipe reachable touchpoints and surfaces; clean mirrors as needed; shake or clean mats appropriately; clean the floor last.
- Finish line: Card instructions: The path is clear, keys and outgoing items can be found, and weather-related items have a safe landing.
- Less-often care: Card instructions: Closet edit; doors and trim; walls; vents; seasonal gear; lighting; outdoor threshold care.

Home Office Card

- Reset: Card instructions: Remove dishes and trash; collect loose papers; place action items in one inbox; clear enough desk space to work.
- Clean: Card instructions: Process urgent papers; dust equipment safely; wipe the work surface and touchpoints; manage cords without overloading; clean the floor last.
- Finish line: Card instructions: The next task can begin, urgent papers have an action, equipment is accessible, and confidential material is secure.
- Less-often care: Card instructions: File archive; supply inventory; cable review; digital backup; bookshelves; shredding; equipment maintenance.

Meal and Laundry-Space Cards

Dining Area Card

- Reset: Card instructions: Remove dishes, mail, projects, and objects that belong elsewhere; clear the amount of table needed for the next meal or activity.
- Clean: Card instructions: Wipe the table and seating as appropriate; dust reachable surfaces; reset useful linens or centerpiece; clean the floor last.
- Finish line: Card instructions: The table can perform its next job, seating is available, and unrelated categories have left the room.
- Less-often care: Card instructions: Table and chair care; linens; display storage; light fixture; curtains or blinds; floor edges.

Laundry Area Card

- Reset: Card instructions: Remove trash; sort waiting laundry; clear machine tops; place products safely; identify items needing special care.
- Clean: Card instructions: Complete the active load; wipe accessible machine surfaces; clean lint and filters as directed; sweep or clean the floor.
- Finish line: Card instructions: No wet load is forgotten, clean items are available, products are safely stored, and the machines are ready for the next load.
- Less-often care: Card instructions: Machine cleaning and inspection as directed; vent or hose service; shelf edit; lost-item basket; supply inventory.