

#### **Cleaning Checklist Instructions**

Use the Excel checklist to help you organise who is doing what. The filters make it extremely easy to separate out tasks that you should do often, every few months and once per year. You can assign family members to help you out. It is a great way to share the house work.

- Light: 1-2 times per week

- Medium: 1-2 times every 3 months

- Deep: 1 time per year

You can customise and print the spreadsheet version by using the filters (Column B) to select a rooms. Need help? Reach us on https://twitter.com/barkteam

Are you proud of your hard work cleaning? Show us your best work by taking a photo and use the hash tag #barketer

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v1.0

Feedback: Has this cleaning checklist made you happy or sad? We'd love to hear what you think. Send your thoughts to team@bark.com. We may even send you a free goody bag!



Room	#	Task	Description	Level	Time (Minutes)	Responsibility
All	1	Dust/wash light fixtures and lamps	Make sure your lamps and light fixtures have cooled completely before you clean them.	Light	Example: 7 (per shade)	Example: Mum
All	2	Wash doors	Clean from top to bottom with a cleaning product that matches your door finish, whether that be glass, steel, wood or paint.	Light		
All	3	Wipe away cobwebs	Sucking them up with a vacuum might be the best solution.	Light		
All	4	Dust bookcases	For a quick job you can dust the frames and shelves, but for a deep clean you can remove the books from the shelves and dust down completely.	Light		
All	5	Polish wood furniture	Spray your product onto a soft cloth and work gently into the wood along the grain.	Light		
All	6	Wipe down and vacuum furniture	Make sure to reduce suction power when you clean more delicate upholstery fabrics. Include cleaning the base and under cushions.	Light		
All	7	Vacuum all flooring	Use a precision attachment or simply remove the hose to remove dust from the corners. Including corners and edges.	Light		
All	8	Dust mirrors, picture frames and wall hangings	Use a microfiber cloth rather than paper towels, as this will prevent any lint or residue being left behind.	Light		
All	9	Replace light bulbs	Search for any bulbs that no longer work and replace them. It is always a good idea to have some spares in your utility cupboard.	Light		
All	10	Dust lamps	Use a soft cloth to wipe around the large surfaces. If they are intricate, use a small soft brush too.	Light		
All	11	Dust cornice	A normal duster will work wonders, but you can vacuum with a soft brush attachment if you prefer.	Medium		
All	12	Dust ceiling corners	Investing in an extending duster is a better choice than standing on a ladder.	Medium		
All	13	Dust ceiling fans	Make everyone aware that you are cleaning the fans so they are not switched on by accident.	Medium		
All	14	Touch up paint	Make sure you have a small pot of paint available. Take a sample to your hardware store to ensure the shade is just right.	Medium		
All	15	Vacuum or wash window curtains	Choose a delicate cycle, hand wash or invest in a dry cleaning service.	Medium		
All	16	Wash window blinds	A dry sponge can wipe away dust, while spot cleaning is recommended for stains.	Medium		



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All	17	Clean windows	Clean the interior and exterior side of the window if possible. For upper storeys, consider hiring a professional so you don't fall.	Medium		
All	18	Condition leather furniture	Non-cracked leather makes for easy conditioning with a rub-on product.	Medium		
All	19	Remove stains from upholstered furniture	Spot test your cleaning product of choice on the underside of the piece to make sure it won't damage the upholstery.	Medium		
All	20	Vacuum and wash lampshades	Lint roller, sticky tape and a wash with liquid dish soap can do the trick.	Medium		
All	21	Clean rugs	Remove rugs to shake out, then vacuum, then clean under them. Seek advice for treating oriental or other valuable rugs and tapestries, as they may require specialist care.	Medium		
All	22	Change air/furnace filter	You may need to unscrew a panel to locate the filter before you clean and/or replace.	Medium		
All	23	Clean windows and window sills	Sweep away debris before washing with water and disinfecting.	Medium		
All	24	Clean and disinfect light switches and fixtures	Light switches are often overlooked during cleaning but can be among the dirtiest spots in a house.	Medium		
All	25	Vacuum lamp shades	Make sure you don't apply too much pressure. Keep the vacuum end clean.	Medium		
All	26	Dust skirting board and clean scuff marks	A clean paintbrush can be a great tool for the most precise dusting.	Deep		
All	27	Wash walls	Only wash with a warm cloth if painted. Try not to focus on an area too long.	Deep		
All	28	Deep clean hardwood, tile, linoleum and carpet flooring	Call in a professional or hire the relevant cleaning apparatus to deep clean your flooring.	Deep		
All	29	Shampoo carpet (DIY or schedule a professional)	Test for colourfastness before you use the steam clean or dry extraction method.	Deep		
All	30	Clean air vents	You might choose to wear a cap to shield your hair and eyes from the dust.	Deep		
All	31	Replace batteries in smoke detector	This can be a life saver! Change them every 6 months, even if they haven't run out, to ensure your family's safety.	Deep		
All	32	Replace batteries in carbon monoxide detector	This can be a life saver! Change them every 6 months, even if they haven't run out, to ensure your family's safety.	Deep		



Room	#	Task	Description	Level	Time (Minutes)	Responsibility
All	33	Declutter	The key to decluttering is adequate storage.	Deep		
All	34	Chimney sweep	It is probably best to leave this one for a professional chimney sweeper. You should schedule one once per year.	Deep		
All	35	Termite or pest control maintenance	If you have a pest control issue or have any suspicions, call in a pest control service to investigate.	Deep		
Bathroom	36	Clean mirror	Using a microfiber cloth rather than a paper towel will help to eliminate streaking.	Light		
Bathroom	37	Clean shower caddy	Scrub any hard-to-shift muck using a firm toothbrush.	Light		
Bathroom	38	Clean shower glass	A warm mixture of dish soap and vinegar can cut through soap scum and hard water residue.	Light		
Bathroom	39	Clean plastic strip at the bottom of a glass shower door	Use a toothbrush with vinegar to tackle mildew.	Light		
Bathroom	40	Disinfect countertops	Microwaving a wet sponge for 2 minutes kills nearly all bacteria. It can then be used with a disinfectant to clean countertops.	Light		
Bathroom	41	Polish taps	Check manufacturers instructions to check if your tap type requires a special method of cleaning.	Light		
Bathroom	42	Scrub and disinfect toilet, including around base, under seat and around	Make sure to use rubber gloves and use colour coded sponges to avoid reuse in other locations.	Light		
Bathroom	43	Wash bathroom cup	The bathroom cup can harbour bacteria so put it through a dishwasher cycle or wash with dish soap.	Light		
Bathroom	44	Wash floor mat	Simply place in the washing machine.	Light		
Bathroom	45	Wash hand/guest towels	Cut back on detergent as towels begin to feel stiff when they take on excess residue.	Light		
Bathroom	46	Wash rubbish bin	Hose down the rubbish can with the shower head, using a disinfectant spray to ensure it is bacteria free. Make sure to wash inside and out.	Light		
Bathroom	47	Wipe down cabinets, knobs, towel racks and toilet paper holder	Make sure to disinfect these areas and use a microfiber cloth for superior cleaning.	Light		
Bathroom	48	Polish wood cabinets	Use a polish suitable for your wood type and work in with the grain.	Light		
Bathroom	49	Clean and disinfect toothbrush holders	Stick them in the dishwasher or wash by hand with normal dish detergent.	Medium		



Room	#	Task	Description	Level	Time (Minutes)	Responsibility
Bathroom	50	Clean and refill soap dish and/or pump	This may need scouring or vigorous scrubbing, particularly if it has not been done in a while.	Medium		
Bathroom	51	Clean light fixtures and wash globe(s)	Dirty bulbs shine out 30% less light than clean ones, so making an effort to get up on the stepladder will increase the brightness of your bathroom.	Medium		
Bathroom	52	Clean make-up brushes	Shampoo, vinegar or coconut oil are some of the most frequently recommended make-up brush cleaners.	Medium		
Bathroom	53	Clean shower curtain and liner	Put in the washing machine, adding laundry detergent and baking soda.	Medium		
Bathroom	54	Clean shower door frame	Mildew builds up in the frame and seal of the shower door, but can be scrubbed away with a brush after being soaked in vinegar or bleach for 15 minutes.	Medium		
Bathroom	55	Scrub the bathtub and/or shower	Start at the top and work your way down.	Medium		
Bathroom	56	Unclog and refill lotion dispensers	Unscrew and run hot water through clogged dispensers.	Medium		
Bathroom	57	Tighten toilet seat hinges	These are likely to be concealed under a cover.	Medium		
Bathroom	58	Clean shower head	Tie a plastic bag full of vinegar around the shower head for a few hours.	Medium		
Bathroom	59	Clean out expired medications and vitamins	Expired medications and vitamins may no longer be effective.	Medium		
Bathroom	60	Unclog drains (the use this tip to prevent clogged drains in the future)	Use caustic soda to remove hair and other debris from the plugs.	Medium		
Bathroom	61	Clean bath toys	Soak in water and a little bleach or vinegar. Leave to air dry.	Medium		
Bathroom	62	Mop and hand scrub floors	Work from the far corner of the room to the door. Pay attention to special grout lines, corners, and mouldings.	Deep		
Bathroom	63	Scrub walls	Dry wipe before choosing a paint-safe product and scrubbing gently.	Deep		
Bathroom	64	Remove rust from toilet seat screws	You might want to think about replacing toilet seat screws for rust-free versions.	Deep		
Bathroom	65	Clean bathroom exhaust fan	Remove gunk from the blades of the fan with a vacuum attachment or a cloth.	Deep		



Room	#	Task	Description	Level	Time (Minutes)	Responsibility
Bathroom	66	Silicon around bathtub	Cut out the old silicon and apply a new coat. Leave it to dry for 24 hours.	Deep		
Bathroom	67	Re-seal tile and grout	Pour and spread sealer until water beads on the surface of the tile.	Deep		
Bathroom	68	Toss beauty products not used over the past year	Make up products oxidise and degrade over time, and can harbour bacteria.	Deep		
Bathroom	69	Toss expired make-up	Make up past its date must be replaced with a current alternative.	Deep		
Bathroom	70	Clean, organise and de-clutter cabinets and drawers	Throw out any old products, empty bottles or junk that may have accumulated over time.	Deep		
Bathroom	71	Clean, organise and de-clutter airing cupboard	Airing cupboards work best with plenty of shelves and an organisational system.	Deep		
Bedroom	72	Take anything that doesn't belong in the bedroom and put it in the correct	The bedroom is ideally a sanctuary, so try to move all work related items to another room.	Light		
Bedroom	73	Wash bed sheets	This is usually done every week on a regular wash cycle.	Light		
Bedroom	74	Wash pillows	Pillows could use washing twice a year, or more in warmer climates.	Light		
Bedroom	75	Clean and organise your dresser	A lot of junk can make its way into a dresser, so have some rubbish bags to hand.	Medium		
Bedroom	76	Clean and organised your nightstand(s)	This can clutter up with books and magazines so having a clear out can give you a chance to select new reading material.	Medium		
Bedroom	77	Flip and rotate your mattress	This should be done four times a year, alternating between side-over-side and end-over-end.	Medium		
Bedroom	78	Clean your mattress	Vacuum the mattress with an attachment and use an upholstery cleaner to dislodge stains.	Medium		
Bedroom	79	Clean under your bed	Move the bed if you need to, then vacuum and dust as appropriate.	Medium		
Bedroom	80	Organise your closet	Maybe you'd like to put shoes in boxes or arrange your clothes by colour.	Deep		
Bedroom	81	Switch seasonal clothing and donate unneeded items	Put away your winter clothes in the summer and donate items you've not worn in a year or more.	Deep		
Dining Room	82	Clean and disinfect light switches and outlets	Be careful when disinfecting outlets, using a dry microfiber cloth without any water wherever possible.	Light		



Room	#	Task	Description	Level	Time (Minutes)	Responsibility
Dining Room	83	Dust and polish wood cabinets	Polish along the grain with a polish that matches your wood type.	Light		
Dining Room	84	Clean and declutter hutch cabinets and drawers	Some hutches can have many drawers, so ensure you leave enough time to tackle the whole job.	Medium		
Dining Room	85	Wash table linens	Make sure to follow any washing instructions on linen labels. If you're not sure, wash on a cold, delicate cycle or take to a dry cleaners.	Medium		
Dining Room	86	Wash table cushions	Follow washing instructions as provided by manufacturer.	Medium		
Dining Room	87	Clean light fixtures and wash globes	Ensure fixtures are cold before you begin to clean them to avoid discomfort, injury, or damage to the fixtures.	Medium		
Dining Room	88	Remove rug, shake, vacuum and clean floor before replacing rug	Rugs can harbour excessive dust, triggering allergies, so you might want to consider covering your mouth and nose.	Medium		
Dining Room	89	Disinfect table and wipe down all chairs	Include the legs and underneath. Choose suitable cleaning products that won't harm the frame material and upholstery of the chairs.	Deep		
Garden	90	Sweep deck	Sweep organic material into the yard and pick up non-organic material in a dustpan for disposal in the rubbish.	Medium		
Garden	91	Power wash garage door	Begin on a low powered setting and work your way up gradually.	Medium		
Garden	92	Shake out entry mat	Stubborn debris can be removed with a steel brush.	Medium		
Garden	93	Clean grill/BBQ	It's best to clean the grill when the propane tank is disconnected but the grill itself is warm.	Medium		
Garden	94	Wash outside windows	Avoid excessive rubbing as it creates static which attracts more dust and dirt.	Medium		
Garden	95	Plant flowers	Read your chosen seed/bulb packet for the best planting guidelines.	Medium		
Garden	96	Plant garden	Grow your own vegetables and herbs by planting seeds according to seed packet guidelines.	Medium		
Garden	97	Wash and wax vehicles	Make sure to use a cleaner that doesn't strip your wax.	Medium		
Garden	98	Power wash deck	Use a wood cleaner formulated for use with pressure washers.	Deep		
Garden	99	Stain deck	Be sure to clean and prepare adequately for the best result.	Deep		



Room	#	Task	Description	Level	Time (Minutes)	Responsibility
Garden	100	Power spray siding and walls	Keep the spray a good distance away from electrical boxes and power lines.	Deep		
Garden	101	Touch up paint trim, wood, doors and shutters	It's always useful to keep left over paint for touch ups later, but if you don't, just head to the hardware store with a sample so they can match the colour.	Deep		
Garden	102	Clean outside door frames	Work from the bottom of one side up to the top, over to the other side and down to the bottom.	Deep		
Garden	103	Clean and repair gutters	Neglecting to clean gutters can cause water to damage foundations of the house.	Deep		
Garden	104	Replace broken bricks, wood or stone	If these are in a structurally awkward place you might seek advice from a construction professional.	Deep		
Garden	105	Clean outdoor light fixtures	These may need to be cleaned from the inside as well as the outside, requiring unscrewing.	Deep		
Garden	106	Clean outside patio furniture	Mildew can be removed with a mix of ammonia, white vinegar, baking soda and water.	Deep		
Garden	107	Trim trees, bushes and shrubbery	Use secateurs or shears or a saw, axe or cutlass to keep trees and bushes in shape.	Deep		
Garden	108	Check and repair sprinklers	Check for any crushed or damaged pipes before you attend to sprinkler heads.	Deep		
Garden	109	Inspect roof shingles	Shingles expand and contract in temperature changes and may suffer damage.	Deep		
Garden	110	Add mulch	Mulch represses weeds and retains moisture in the soil.	Deep		
Garden	111	Clean outdoor rubbish cans	A pressure washer and a hard bristled broom can be used on the inside and out.	Deep		
Garden	112	Clean out garage	Set aside a full day or a weekend to sort through what has accumulated in your garage.	Deep		
General	113	Spring clean your purse or bag	Do you regularly use everything in your purse? Clear out old receipts, papers and objects.	Light		
General	114	Clean cell phones and other devices	Use a specially made wipe for electronics or use a dry or damp microfiber cloth.	Deep		
General	115	Clean remote controls	You can opt for a quick wipe or for a deep clean which requires taking the remote apart. Avoid getting water in the electrics.	Deep		



Room	#	Task	Description	Level	Time (Minutes)	Responsibility
General	116	Clean keys	Unusual but effective key cleaners include cola, salt and lemon, water and vinegar, and toothpaste.	Deep		
Kids Room	117	Sort and categorise kid toys	A load of clear storage boxes can go a long way to keeping kids' toys organised.	Medium		
Kids Room	118	Clean and scrub toys, gaming systems and stuffed animals	Be careful to unplug gaming systems and stay away from electric openings to avoid accident or device malfunction.	Medium		
Kids Room	119	Clean and organise clothing they've outgrown	Kids grow fast, so you may find plenty of clothes they can no longer wear. Keep it for younger children or forward it to friends, charity or a thrift store.	Deep		
Kitchen	120	Remove anything from the kitchen that doesn't belong	A kitchen can easily become a hub of activity and accrue all sorts of items that have nothing to do with cooking.	Light		
Kitchen	121	Clean and disinfect the rubbish bin	Hose it down or stick it in the shower before spraying with disinfectant and scrubbing.	Light		
Kitchen	122	Clean the microwave	Spray with cleaner and let it soak. Remove the glass turntable too.	Light		
Kitchen	123	Clean the dishwasher	Soak the filter in soapy water before lining the bottom with the cleaner of your choice and running a cycle to clean.	Light		
Kitchen	124	Descale kettle	Put vinegar and water in to boil. Watch the limescale break down and revitalise your kettle.	Light		
Kitchen	125	Clean and organise the refrigerator	Throw out any food past its use by date, then remove shelves and fixtures for a good wipe down.	Light		
Kitchen	126	Clean and organise the freezer	Throw out any food past its use by date. If there is too much ice, turn down the temperature or consider de-icing your freezer.	Light		
Kitchen	127	Clean stove top burners	Wait until the stove has cooled, then remove individual burners if possible before cleaning.	Light		
Kitchen	128	Clean and disinfect small appliances	Use a cloth and as little water and chemicals as possible, especially when cleaning electric components.	Light		
Kitchen	129	Clean and disinfect high chairs	Soak straps in a water-detergent mix. Some seats can be detached and put through a wash cycle, whereas others have to be wiped down.	Light		
Kitchen	130	Clean the dish rack	Simply scrub with a mild detergent, using a toothbrush to reach into tiny crevices.	Light		
Kitchen	131	Set up a meal plan	Allow yourself to get inspired by exploring cookbooks and recipe websites.	Light		



Room	#	Task	Description	Level	Time (Minutes)	Responsibility
Kitchen	132	Eliminate unnecessary items	Be brutal. Any equipment you don't use regularly or for special occasions is only taking up space in your kitchen.	Light		
Kitchen	133	Replace refrigerator water filter	A water filter on a refrigerator should be changed approximately every six months.	Medium		
Kitchen	134	Clean the oven	Use a strong baking soda to remove stubborn stains, or a professional cleaning service if there's years of baked on grime.	Medium		
Kitchen	135	Clean the hood vent	The hood vent filter's purpose is to collect grease, so expect a mucky job.	Medium		
Kitchen	136	Clean and disinfect the garbage disposal	Make sure to turn off all power to the disposal unit before you begin working.	Medium		
Kitchen	137	Clean and organise plasticware and storage containers	This gives you an opportunity to go through your belongings, the perfect time for downsizing, as well as enjoying memories and rediscovering forgotten treasures.	Medium		
Kitchen	138	Sanitise cutting boards and sharpen knives	Be careful when using sharpening steel and make sure that an adult carries out this job.	Medium		
Kitchen	139	Clean and disinfect coffee maker	Brew a cycle using a 1:2 vinegar-water mix, leave to sit for 15 minutes, then brew two cycles using only water.	Medium		
Kitchen	140	Clean wall tiles	Leave tile and grout cleaner to sit for up to half an hour before scrubbing.	Medium		
Kitchen	141	Disinfect door knobs, light fixtures and pulls	Door knobs can harbour bacteria, so make sure to include them in your cleaning regimen.	Medium		
Kitchen	142	Determine if you need new kitchen supplies	Check through your supplies to see if any supplies are worse for wear and require replacement.	Medium		
Kitchen	143	Vacuum refrigerator coils	If you can get to them, unplug the refrigerator and use a brush to remove debris onto the floor, which can then be vacuumed up.	Deep		
Kitchen	144	Reorganise kitchen cabinets and drawers	Check use by dates, throwing out anything that's gone past its date and placing foodstuffs approaching their date at the front of the cabinets for immediate use.	Deep		
Kitchen	145	Clean and organise kitchen drawers	Vacuum, spray and wipe clean each of the drawers inside and out, using as little water as possible.	Deep		
Kitchen	146	Straighten cups, mugs and glass cabinet and eliminate the unnecessary	Examine for any chips or cracks and throw away if you find any. For expensive pieces, seek a restorer.	Deep		
Kitchen	147	Straighten plates, bowls and other dishes and eliminate the unnecessary	Examine for any chips or cracks and throw away if you find any. For expensive pieces, seek a restorer.	Deep		



Room	#	Task	Description	Level	Time (Minutes)	Responsibility
Kitchen	148	Deep clean pots, pans and bakeware	Boil water in your pots and pans with a dash of baking soda or vinegar.	Deep		
Kitchen	149	Organise the pantry	You might consider arranging the goods in your pantry by cooking category - breakfast, packed lunch, dinner, baking etc.	Deep		
Kitchen	150	Check the freshness of your herbs and spices	A good guideline for purchasing replacements is 4 years for whole spices, 2 years for ground spices and 1 year for leafy herbs.	Deep		
Kitchen	151	Clean under the sink and eliminate the unnecessary	Consider under-sink storage solutions to keep this area organised.	Deep		
Kitchen	152	Deep clean and polish cabinet doors	Make sure to choose a cleaning method and product appropriate to your cabinet door material.	Deep		
Kitchen	153	Touch up paint on walls	Make sure to complete this job at a time when no one will be using the kitchen for eating or preparing food.	Deep		
Kitchen	154	Deep clean floors	Choose the appropriate cleaning method for your kitchen floor type, whether it is vinyl, linoleum, wood or tiles.	Deep		
Living Room	155	Dust electronics	Dry microfiber cloths are usually the best choice for electronics because they clean effectively without water.	Light		
Living Room	156	Organise electronics and accessories	Organizational systems for video games and DVDs can vastly improve the look of your living room.	Light		
Living Room	157	Disinfect gaming devices	Joysticks and controllers can be cleaned with a little rubbing alcohol.	Medium		
Office Room	158	Dust and polish wood furniture	Make sure to polish with the grain, using a product that is tailored to your wood type.	Light		
Office Room	159	Dust bookshelves	Remove books from the shelf before wiping the shelf and its underside and retuning the books.	Light		
Office Room	160	Spring clean your computer, keyboard and mouse	A great way to clean a keyboard is to turn it upside down and use a can of compressed air.	Medium		
Office Room	161	Spring clean your paperwork	Go back through the paperwork you've collected and decide if you need to throw it away, file it away or keep it out for reference.	Deep		
Office Room	162	Clean out files and shred unneeded documents	It's easy for desk drawers to pile up with papers that quickly become irrelevant or historic. Effective filing systems can help.	Deep		
Office Room	163	Update home inventory documents	Home inventories need to be up to date to ensure you get paid out in the event of a theft.	Deep		
Office Room	164	Review insurance policies	Make sure you're insured for all eventualities and look out for any loopholes in your policies.	Deep		



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Office Room	165	Check credit report	Your finances may need a clear out, too, so sign up with an online service to view your credit report.	Deep		
Office Room	166	Clean and organise desk drawers	Get rid of old stationery and create new organisational systems.	Deep		
Utility Room	167	Clean pet feeding dishes	Wash by hand or in the dishwasher with a dish detergent.	Light		
Utility Room	168	Sweep and mop floors	Work from the far corner of the room toward the doorway for optimum clean and convenience.	Light		
Utility Room	169	Clean dryer vent	Use a lint brush with an extendable handle to clean the inside of the vent pipe.	Medium		
Utility Room	170	Clean inside washing machine	Add baking soda and vinegar to a hot wash before scrubbing the opening of the machine.	Medium		
Utility Room	171	Empty washing machine drain pump	A drain pump filter catches stray items from your washing and if blocked can prevent proper functioning.	Deep		
Utility Room	172	Dust behind and underneath washer and dryer	Dust all around the washer and dryer from time to time.	Deep		
Utility Room	173	Reseal tile grout	The utility room can get a lot of wear so resealing floor tile can be a good option.	Deep		
Utility Room	174	Clean and organise contents on shelving	Utility rooms can become stockpiles. Organising into sections can help you find the things you need more quickly.	Deep		
Utility Room	175	Eliminate unnecessary cleaning products	Get rid of products that you never use or that have gone past their use by date.	Deep		
Utility Room	176	Install organisers to hold cleaning products	It is best to keep cleaning products away from direct sunlight.	Deep		

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