



# Basic Cleaning for Almost Any Room



Collect any obvious trash or recycling; take these out to the appropriate place.



Collect laundry and/or dishes and put where they belong (hamper/dresser/closet or sink/dishwasher).



Start with your largest flat surface. Sort, clear, relocate, toss/recycle, and wipe down. Don't just move things somewhere else that you'll have to deal with them later; find a home for them.



Repeat on the other flat surfaces (tabletops, desks, dresser, counters, etc.).



Pick everything up off the floor and put all items away. If you have piles of stuff, start with the largest pile.



Dust anything that needs dusting.



Vacuum or sweep and mop the floor.