



## ENTRANCE & HALLWAYS

- Sweep porch, steps, walkways
- Shake out or replace welcome mat
- Vacuum or mop entry floor
- Wipe door, handle & trim
- Declutter coats, shoes & bags
- Add a festive touch
- Check lighting & replace bulbs
- Tidy garden beds or porch décor
- \_\_\_\_\_

## DINING ROOM

- Dust table, chairs, & light fixture
- Clean or press table linens
- Polish silverware or serving utensils
- Wipe chairs & legs
- Vacuum or mop under table
- \_\_\_\_\_

## LIVING ROOM

- Dust all surfaces & light fixtures
- Vacuum rugs & upholstery
- Fluff pillows, fold throws
- Wipe baseboards & window sills
- Clean mirrors or glass surfaces
- Add cozy lighting or candles
- \_\_\_\_\_

## GUEST ROOM

- Wash & change bedding
- Dust furniture & mirrors
- Vacuum or mop floors
- Clear surfaces for guest items
- Provide clean towels & extra blankets
- Add small touches (water, toiletries)
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## KITCHEN

- Deep clean sink & faucet
- Clean fridge & toss expired food
- Wipe stovetop, oven door, microwave
- Run dishwasher empty with cleaner
- Clear & wipe countertops
- Wipe cabinet fronts & handles
- Polish stainless appliances
- Clean lights & range hood filters
- Organize pantry staples
- Assess take-home containers for guests
- \_\_\_\_\_

7-10 DAYS BEFORE

3-5 DAYS BEFORE

2 DAYS BEFORE



1-2 DAYS BEFORE

### BATHROOMS

- Scrub toilet, sink, tub/shower
- Replace hand towel
- Restock toilet paper
- Wipe mirror & countertop
- Empty trash
- Add fresh soap or toiletries
- Light a candle or add air freshener
- Add seasonal towel or décor
- \_\_\_\_\_

CHRISTMAS DAY

### CHRISTMAS DAY

- Quick kitchen wipe
- Tidy surfaces
- Empty trash & recycling
- Clear the kitchen sink
- Wipe down counters
- Straighten living room seating area
- Check towels & toilet paper
- Quick entryway sweep
- Light candles or holiday lights
- Welcome guests!
- \_\_\_\_\_

DAY BEFORE

### CHRISTMAS EVE

- Quick bathroom refresh
- Tidy living room
- Vacuum high-traffic areas
- Tidy up the kitchen
- Set the dining table
- Lay out serving dishes
- Empty trash cans
- Run/empty dishwasher
- \_\_\_\_\_

POST CHRISTMAS

### POST-CHRISTMAS

- Take out trash & recycling
- Wash holiday linens
- Reset guest bedrooms
- Vacuum carpets & mop floors
- Break down gift boxes & recycle
- Declutter & store wrapping supplies
- Wipe surfaces
- Pack away décor
- Make notes for next year (next page)
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**NOTES FOR NEXT YEAR**

What décor worked well this year?

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What did we run out of?

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What should I grab on after-Christmas clearance?

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