


Weekly Cleaning check-list



Let's Keep Our Common Areas Clean - Together!

Please do your part by completing a cleaning task and signing your name once it's done. Your effort helps keep our space comfortable for everyone. Thank you!

BATHROOM & TOILET 		TASK	DONE BY	DATE
	<input type="checkbox"/>			
	<input type="checkbox"/>			
	<input type="checkbox"/>			
	<input type="checkbox"/>			
	<input type="checkbox"/>			
	<input type="checkbox"/>			


✦ *Mess Less, Stress Less!* ✦

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<div>KITCHEN & LIVING ROOM</div> 		TASK	DONE BY	DATE
	<input type="checkbox"/>			
	<input type="checkbox"/>			
	<input type="checkbox"/>			
	<input type="checkbox"/>			
	<input type="checkbox"/>			
	<input type="checkbox"/>			

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Weekly Cleaning Tasks

Below is a list of tasks that can be completed in the areas such as the kitchen, living room, and bathroom.

You may choose any task from the list and complete it during the week. Once you have finished, please record the following details in the cleaning checklist:

- Task number you completed
- Your room number or your name
- The date you completed the task

This helps us ensure shared spaces are kept clean and everyone is contributing fairly. You can take a photo of the cleaning checklist each week for your own records.

Kitchen & Living Area:

1. Mop and sweep/vacuum the floor
2. Wipe the cooking stove and kitchen bench
3. Wipe the dining table
4. Take out the kitchen garbage bag
5. Clean and tidy the fridge
6. Wipe the microwave and oven (if applicable)

Bathroom & Toilet

7. Mope and sweep/vacuum the floor
8. Empty the bathroom bin
9. Clean the toilet bowl and toilet sink
10. Wipe down the mirror

DON'T FORGET

- Wash your own dishes after use. Leaving them in the sink affects others.
- Remove any expired food from the fridge and pantry regularly.
- Always remove your hair from the drain after using the bathroom. It helps keep the drain clear and prevents unpleasant build-up for others.

Let's all do our part to keep the common areas clean and respectful for everyone.

Thank you for your cooperation!

How to fill in a cleaning checklist:

KITCHEN & LIVING ROOM		TASK	DONE BY	DATE
	<input checked="" type="checkbox"/>	1 and 2	Room 3 or your name	Friday, 8/08/2025