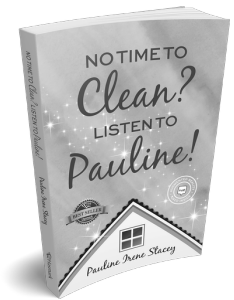


CHAPTER 6: DUSTING

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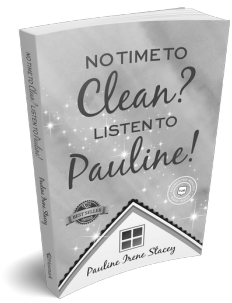
-
- Start from the room furthest away from the front door
 - Start on the right side of the room's door
 - Work your way around the room in a circular motion
 - Remove any pet hair first with a feather duster
 - Spray your dust cloth, not the furniture
 - Dust everything reachable from top to bottom, including frames, furniture, shelves and baseboards
 - When dusting, keep the dusting can between your legs
 - Move to the next room to be dusted
 - Take your trash bag into every room that has a small trash can and empty into the trash bag
 - When finished emptying all small trash cans, leave the trash bag still opened and near the bucket
 - Change your cloth while leaving one room and passing the bucket onto another room

CHAPTER 7: MIRRORS AND GLASS

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-
- Take your paper towels or glass cleaning cloths and glass cleaner
 - Fold the towel or cleaning cloth as described in the book – spray the towel or the surface
 - When you have used up your towel, throw the towel from the door of the room, into the trash bag or start a pile of dirty cleaning cloths on the side of the bucket (or at least in the vicinity)
 - Do not forget to clean/dust the television screen
 - Clean only the inside of the sliding glass doors or windows – and only if they are dirty

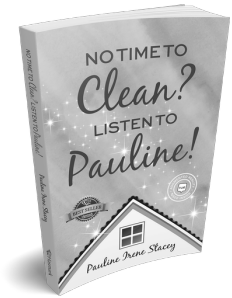
CHAPTER 8: BATHROOMS

(1 of 3)

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-
- Take your bucket and trash bag to the furthest bathroom and leave them just outside of the door
 - Empty trash and shake throw/area rugs **gently and low to the floor**
 - Roll up the rug and place it just outside of the room you are in
 - Move any towels that will be in your way
 - Move the counter items to one side
 - Start with cleaning the toilet bowl
 - Pour a portion of all-purpose cleaner and scrubbing powder product into the bowl
 - Use the **blue** sponge to wipe the following – making sure to constantly rinse the sponge in bowl water
 - Inside of the bowl
 - Inside/outside of seat lid
 - Inside/outside of seat cover
 - Tank cover
 - Outside of the bowl
 - Bottom edges
 - Use flexible handle toothbrush to clean around lid bolts and bottom bolt caps
 - Flush the water when finished

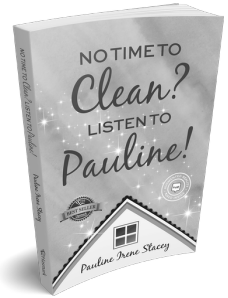
CHAPTER 8: BATHROOMS

(2 of 3)

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- Next is cleaning the Bath/Shower
 - If the shower is still wet, dry it using a dirty hand or bath towel
 - Drop it on the tile floor and step on it, moving it around under your feet to dry the floor
 - Use the same towel or another dirty cloth to quickly dry the walls
 - Using the Soap Scum Remover, spray only the dirty tiles
 - Wipe the dirty tiles clean with your sponge – rinse often
 - This product also works well on chrome
 - Use something else formulated specially for glass doors
 - A lime and a rust remover are great for bathrooms
 - If the fumes bother you, spray the entire door and then wipe
 - If the fumes don't bother you, let the doors dry while you finish
 - Next is the chrome; use a product that cleans and shines
 - Soap Scum Remover also works on chrome
 - If you have shower doors, do not forget the chrome edging

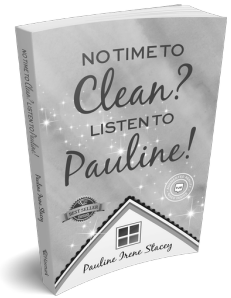
CHAPTER 8: BATHROOMS

(3 of 3)

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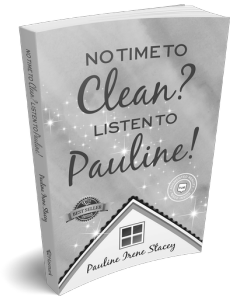
-
- Next are the countertops
 - Prior to spraying product on countertop, remove any hair by using a feather duster and give short quick strokes to push hair onto the floor (this will be picked up when vacuuming)
 - Spray the counters and sink using Soap Scum Remover or Multi Surface antibacterial spray
 - Wipe the countertop
 - Before you are ready to rinse your sponge, wipe the sink and then rinse
 - Before you put items back into place, clean the mirror on that side
 - Put your counter items back in place
 - Do the other side of the counter and that side of the mirror
 - Clean any other glass or mirrors in the bathroom
 - Do not forget to go back to your shower doors and wipe them with your all-purpose or glass cleaner to remove the streaks and smears left behind from removing the soap scum
 - Move on to the next bathroom(s) following the same procedure

CHAPTER 9: KITCHENS

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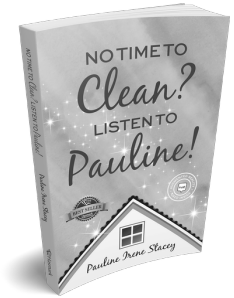
- Use anything that has a germicide in it to clean the kitchen
- Begin with the kitchen table – use a product for your specific type of table, i.e. glass, wood, etc.
- Then do the countertops
- Follow the procedure you used in the bathroom, moving items from side to side
- Be sure to move small appliances so that you can get the crumbs from behind things that you generally do not move during the week
- Move around the room in a circle, saving the sink for last
- Rinse your sponge often
- Wipe only the outside of your kitchen appliances
- Do wipe the inside of your microwave
- Clean all items that need glass cleaner at the same time
- Spot wipe the outside of the cupboard doors only if they are dirty
- Use a product specifically for stainless steel appliances, which can also be used on most kitchen sink faucets
- Clean the sink

CHAPTER 10: CARPETING

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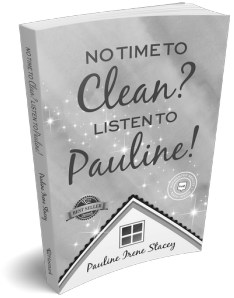
- Start with carpet freshener if you prefer, and feel free to use it even after vacuuming – a light sprinkle just for the smell
- Using a simple upright vacuum, choose the outlet for the vacuum cord that is furthest away from the door
- Be sure that the outlet is not at an angle
- If that is not possible for your situation, try to use an outlet that is outside of the room, so that when you are finished, you do not have to go back into the room to unplug
- Work from the back of the room and move out towards the entrance, walking backwards
- Use one hand to push the vacuum and one hand to hold and control the cord
- When finished vacuuming, give the plug a nice sturdy yank from across the room and the plug will come out of the wall outlet, allowing you to finish pulling the cord toward you
- Move on to any other rooms with carpeting

CHAPTER 11: FLOORS

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- Using an upright stick vacuum, use the same method as vacuuming, including choosing the best outlet for the vacuum plug
- Work from the back of the room to the front
- When finished, put your stick vac aside and move onto the last step
- Mopping – use whatever system you chose for this step, however if you choose the old fashion wet mop and bucket method follow these steps:
 - Remove the clean cloths from the bottom bucket
 - Fill the bucket with water until $\frac{1}{2}$ to $\frac{3}{4}$ full
 - Add floor cleaner **after** you have added the water
 - Open doors or windows or put on ceiling fans to decrease drying time
 - Leave your mop fairly wet for a better cleaning experience - wear gloves to squeeze the mop, but do not squeeze it dry
 - Walking backwards, use long, even strokes, rinsing your mop as needed
 - Use the tiles as a guideline for which tiles have already been mopped
 - Do all floors in the house

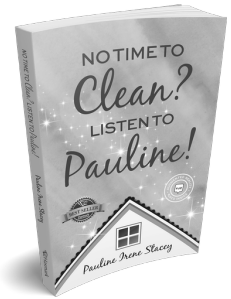
*** A quick little tip: If you find it necessary, for whatever reason, to have to walk on the wet floor, put a dry cloth under each foot and kind of shuffle into the room and back out. This will keep footsteps off the wet floor, as well as prevent you from slipping.

CHAPTER 12: CLEAN-UP

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- Empty your bucket into the toilet bowl and remember to flush after or empty your bucket outside on the lawn
- Using one of your dirty cloths, wipe the bottom of the bucket clean and dry
- Replace any unused, clean cloths in the bottom of the bucket
- Place the other bucket with the products into the bucket with the clean cloths – leaving your bucket ready for next week
- Put your trash bag out with the garbage
- Replace area rugs
- Enjoy the rest of your stress-free, worry-free weekend!