

Kitchen Maintenance Checklist

DAILY

- Empty the dishwasher** - in the morning to make room for filling it up during the day
- Wipe counters and clean tiles** - clean after meals (or at least daily after dinner)
- Vacuum/sweep the floor** - as needed
- Clean and place small appliances back where they belong** - only if you used them today
- Clean the stove/cooker** - if you used it today
- Take the garbage out** - only if the bag is full
- Update your shopping list** - add items you are running low on or used up
- Declutter** - pick up clutter during the day as you see it and return items to their 'home'
- Close drawers, kitchen cabinets, and pantry doors** - for a less cluttered look
- Fill the dishwasher and run it** - to get it ready to empty the next morning

WEEKLY

- Clean the surfaces of small appliances** - coffee machine, water boiler, microwave
- Wipe down the shelves in the fridge and freezer** - removed outdated items and clean shelves before you go grocery shopping
- Spot-clean handles and outside cupboards** - wipe away marks and hand prints
- Deep clean the kitchen floor** - vacuum first if needed
- Menu plan** - select the meals you are cooking this week
- Write your shopping list** - remove expired items from pantry and add needed items to your list, also add home necessities like toilet paper and rubbish bags

QUARTERLY / ROTATING

- Clean and maintain oven/microwave** - clean inside oven and exhaust fan filter
- Clean and maintain fridge and freezer** - remove food and clean thoroughly
- Clean and maintain dishwasher** - use the sanitizing feature or specific dishwasher cleaner
- Descalc kettle and coffee maker** - remove mineral build up to make it more efficient
- Clean kitchen cabinets** - remove everything and clean thoroughly
- Seasonal tune-up** - rotate flatware, glassware

ANNUALLY

- Goal setting / make a vision board** - to get motivated to keep the kitchen tidy
- Spring/fall cleaning** - declutter and organize the whole kitchen