

# Declutter, Organize & Clean Your Home

A place for everything, and everything in its place.

This cleaning, organizing and decluttering checklist was created for you by Dana of LivingWithDana.com.

## Entryway / Mud Room

### 1. General Cleaning

- Sweep or vacuum floors (remove dirt, leaves, and debris)
- Wipe down surfaces (tables, counters, or shelves)
- Clean door handles and light switches
- Clean mirrors or glass (remove fingerprints and dust)
- Wipe down walls and baseboards
- Clean any high-touch areas (e.g., door frame, light fixtures)
- Empty trash bin

### 2. Deep Cleaning

**Shoes:** Organize shoes, discard any worn-out or outgrown ones

**Coat Hooks or Racks:** Wipe down and organize coats, jackets, and bags

**Storage Bins:** Clean and organize bins or baskets for hats, gloves, and scarves

**Floor Mats:** Shake out, vacuum, or wash floor mats and rugs

**Closet:** Organize coats, boots, and seasonal items, declutter as needed

### 3. Organizing

- Create a designated spot for shoes (e.g., shoe rack, basket)
- Store keys, mail, and other small items in a tray or container
- Organize hats, gloves, and scarves in bins or hooks
- Set up a place for backpacks, bags, and purses
- Add a coat rack or hooks for easy access to outerwear
- Consider adding a bench for easy shoe removal or sitting

### 4. Maintaining Cleanliness

- Set up a regular cleaning schedule (weekly sweep, monthly deep clean)
- Keep clutter-free by regularly organizing shoes, coats, and accessories
- Empty trash bin regularly and wipe down surfaces as needed
- Make sure all items have a designated place to avoid clutter build-up

