## SPEED Cleaning Kitchen Checklist

Done?	Make it LOOK clean - DAILY	Estimated Time	Notes
	Wipe down counters	5 minutes	
	Empty dishwasher / put away dishes	5-10 minutes	
	Wash dishes / load dishwasher	10 minutes	
	Drain and rinse sink	1 minute	
	Handwash pots/pans	5-15 minutes	
	Wipe down stovetop	2 minutes	
	Put away food processor and any small appliances you're not using	5 minutes	
	Sweep floors	5 minutes	
	Take out the trash/ recycle bin if full	5 minutes	
Done?	Make it Cleaner - WEEKLY	Estimated Time	Notes
	Scrub the microwave	5 minutes	
	Mop floor	10 minutes	
	Wash dishrack if you don't have a dishwasher	3 minutes	
	Wash kitchen towels	1 laundry cycle	
	Empty toaster crumb tray and wash	5 minutes	
	Organize pots/pans/drawers	5 minutes	
	Clean out the rubber rings in the rice cooker and instant pot	5 minutes	
Done?	DEEP Clean - Monthly		Notes
	Clean out the fridge: wipe down shelves, throw away spoiled food	10 - 15 minutes	
	Defrost freezer if necessary, chunk off any ice buildup, take inventory	10 - 15 minutes	
	Take pantry inventory, what items need to be used	10 minutes	
	Wipe down all cabinets, clean out what you don't need	10 minutes	
	Replace sponges	2 minutes	
	Clean trash can, coffeemaker	5 - 10 minutes	
	Scrub oven/rack or turn on self-clean cycle	10 minutes	
	Deep clean the toaster oven/air fryer	5 - 10 minutes	