



My Place

Keeping Rooms Neat



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Why Should I Keep My Space Neat?

If we don't, we might lose things or trip over things.
Your guests will feel more comfortable in a clean space,
and you will too!





My Place

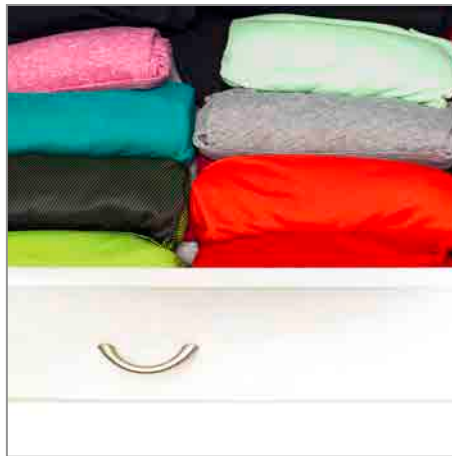
Keeping All Spaces Neat

Step 1: Put things back in their place.

Food and dishes go in the kitchen.



Clothes go in bedroom closet or dresser drawers.



Shoes and coats go in the closet.



Find a place to put bills, mail and papers you need to keep.





Keeping All Spaces Neat

Step 2: Clean all surfaces.



Use All Purpose Cleaner
with a clean cloth or
disinfectant wipe

Or use a cleaner made for
wood



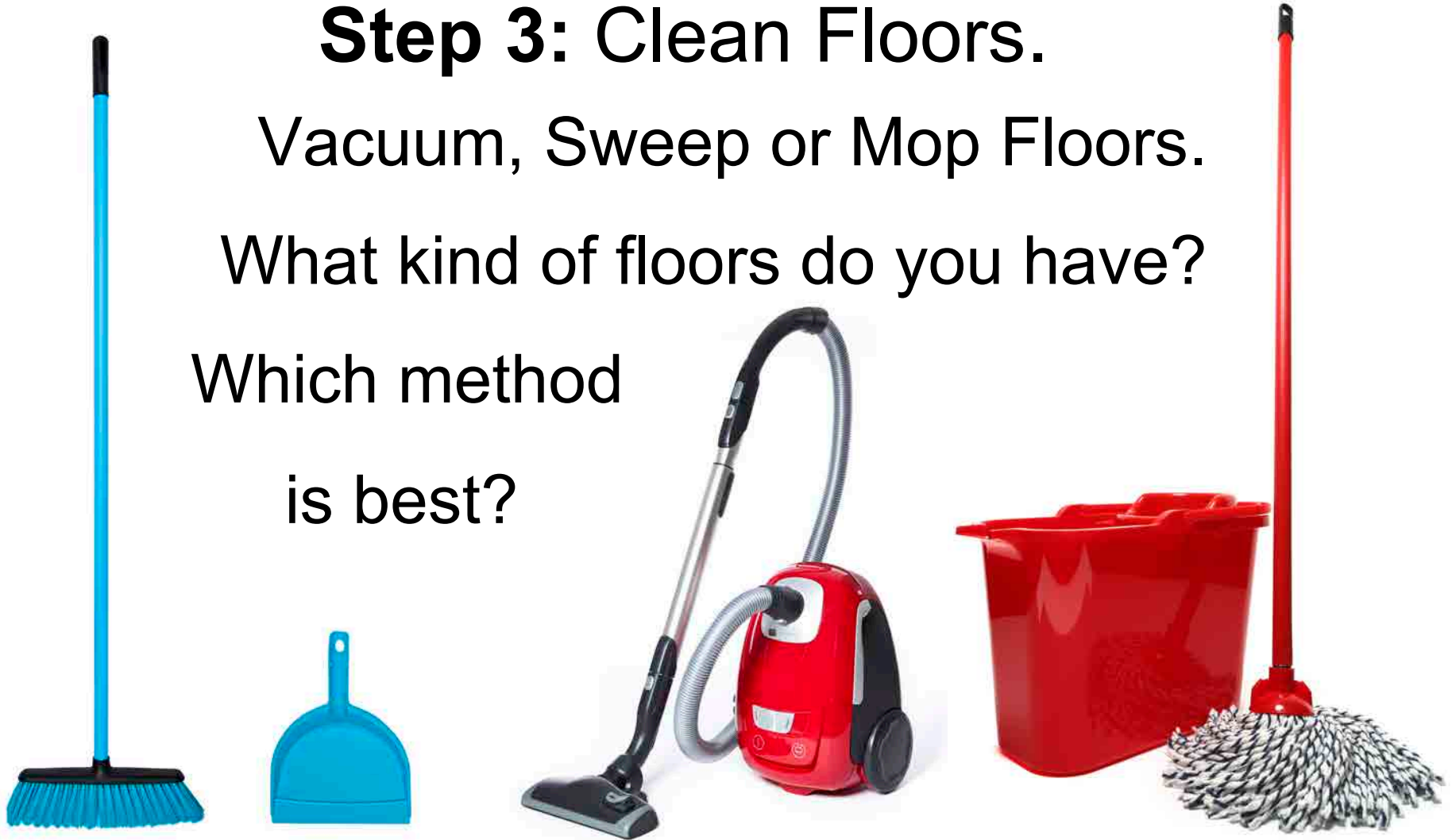
Keeping All Spaces Neat

Step 3: Clean Floors.

Vacuum, Sweep or Mop Floors.

What kind of floors do you have?

Which method
is best?





Bedroom

Step 1: Sort laundry.

Put dirty laundry in the laundry basket.

Step 2: Put clean clothes away in your closet or dresser.

Step 3: Make your bed.





Kitchen

Step 1: Put food away

Fresh food goes in the cupboard or refrigerator.



Step 2: Put old food in the garbage.



Step 3: Put clean dishes away.

Step 4: Wash Dishes

Wash dirty dishes by hand or load the dishwasher.

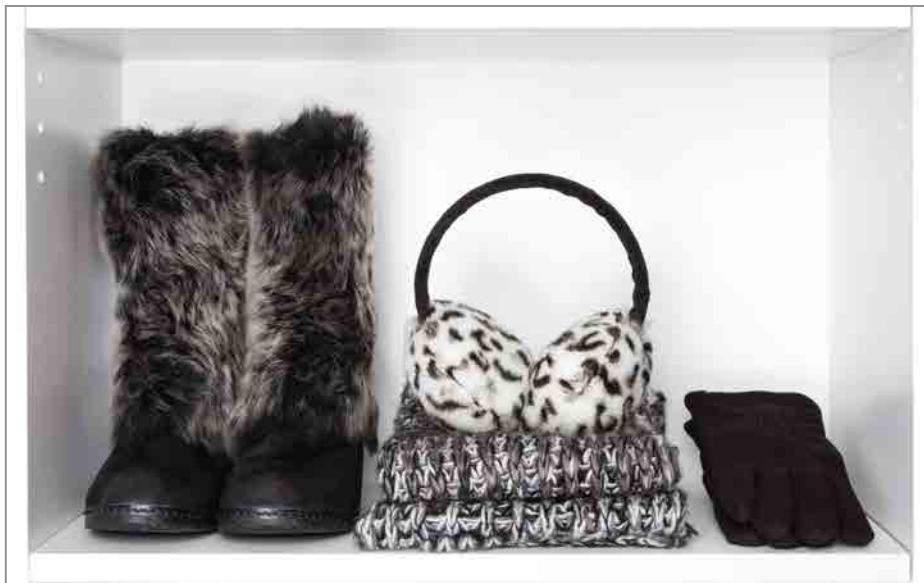




Coat Closet

Step 1: Hang up coats.

Step 2: Put shoes, boots, hats and scarves away.





Office or Work Space



Step 1: Get rid of papers you don't need
Recycle, shred, or throw papers away

Step 2: Put other papers away in drawers or files.



Living Room

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Step 1: Make sure that everything is in its place in drawers, closets and on shelves.

Step 2: Put papers you need in a safe place.





Bathroom

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Step 1: Put items where they belong.

Clear countertop of anything you don't need.

Put dirty clothes and towels in laundry.

Step 2: Hang clean towels on towel racks.



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Let's Get Cleaning!

Think about your own living space...

Is it messy?

Clean?

Or somewhere in the middle?

What room will
you clean first?

