

NEAT

DAILY / WEEKLY EXTRAS

- MAIL - OPEN, SORT & SCAN
- MAKE BEDS
- PICK UP CLUTTER - RETURN TO "HOME"
- LOAD, RUN & EMPTY DISHWASHER
- TAKE OUT TRASH / CLEAN CANS
- WIPE DINING ROOM TABLE
- SWEEP FLOORS
- WIPE DOWN KITCHEN COUNTERS
- WASH, DRY & PUT AWAY DISHES
- CLEAN KITCHEN SINK
- WATER PLANTS & CLEAN YARD
- WASH BEDDING
- RESTOCK SUPPLIES