



Cleaning Schedule Template

Printable PDF to fill
and checking off

SHARED APARTMENT EDITION

Hey!

Nice! You got our **Cleaning Schedule Template** for shared apartments.

In the midst of a hectic everyday life, it is often challenging to keep track of all household tasks without overlooking anything. That's why we have created a practical **Cleaning Schedule Template**! It will help you organize household cleaning tasks more effectively. This means that no more tasks will be forgotten – or postponed. 😊

On the following pages you will find the **Cleaning Schedule Template** as a fillable PDF as well as an overview of **cleaning tasks with appropriate intervals**.



HowTo

Our Cleaning Schedule for shared apartments is designed so that cleaning tasks can be distributed fairly among all roommates. This means everyone can make their own contribution and also knows what needs to be done and when.

Use the digital version:

1. Open the PDF and fill out the task fields (“What?”) together.
2. Think together about who is suitable for which task (“Who?”).
3. Save the PDF in a place where everyone can access it.
4. Once a task has been completed, check it off.
5. The tasks can be planned, distributed, and checked off every week/month/year.

Use the paper version:

1. Print out the Cleaning Schedule (pages 5+6) blank or with pre-filled tasks (“Task”) and hang it up where it is clearly visible.



2. To use the Cleaning Schedule permanently, laminate the pages or use a picture frame. Use a water-soluble pen or chalk marker to fill it out.
3. Think together about who is suitable for which task (“Who?”).
4. As soon as a task has been completed, it is checked off.
5. The tasks can be planned, distributed, and checked off every week/month/year by swiping them away.

We hope you enjoy the BeTidy Cleaning Schedule Template!

Do you already know BeTidy – the Cleaning Schedule & Chores App?

Organize upcoming tasks easily and efficiently. Use these and other features:

- ✓ Distribute all tasks fairly within the roommates
- ✓ Over 100 templates for cleaning and household tasks
- ✓ Use daily notifications for your to-dos
- ✓ Task rotation: tasks are completed alternately

Just for you ❤️: 3 months FREE BeTidy Pro!

Thank you for choosing our PDF template!

As a little extra, we'll give you 3 months of BeTidy Pro, so you can test the app extensively. Find out if it suits you and your family.

Interested?

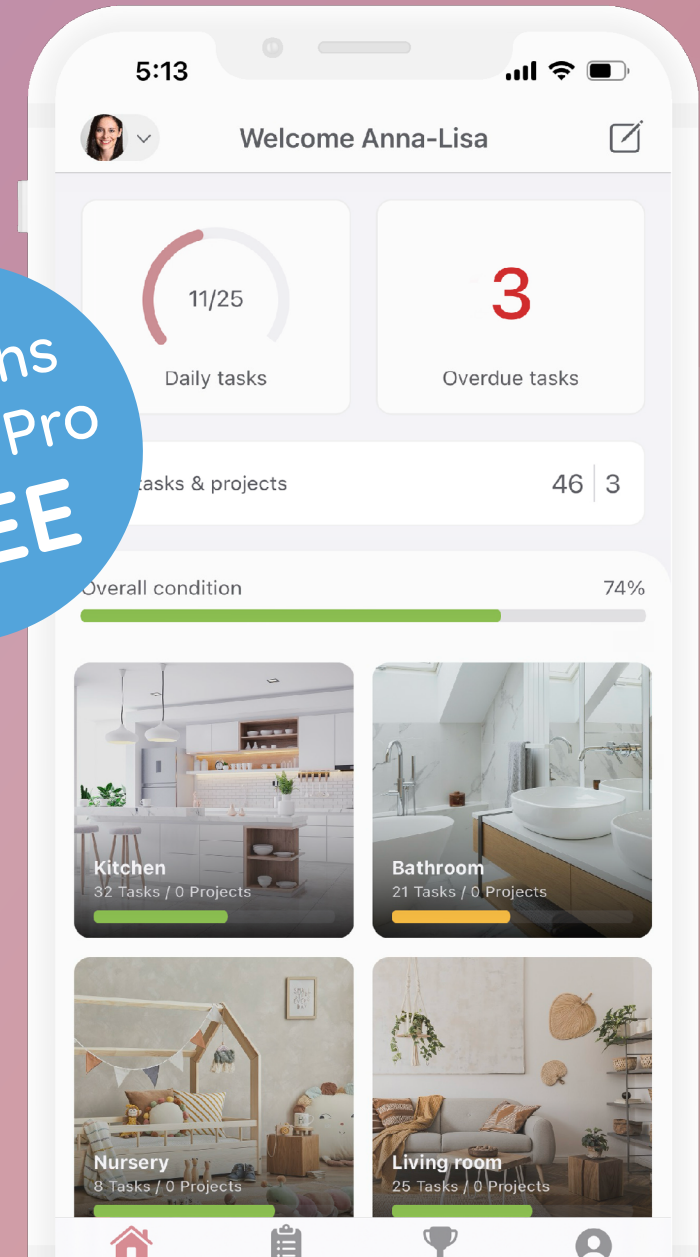
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or



3 Months
BeTidy Pro
FREE



Cleaning Frequencies

Tasks such as loading and unloading the dishwasher or tidying up are part of the cleaning schedule every day. Other activities occur less often. But they all have one thing in common: **They should be fair among all roommates.** Here you will find some cleaning tasks that are assigned to the corresponding intervals. This gives you a feeling for when and which tasks are due. The list serves as an example. Complete and organize your cleaning plan in the way that best suits your needs.

DAILY	
Kitchen & dining room	Load the dishwasher
	Empty the dishwasher
	Wash the dishes
	Clean the sink
	Wipe down work surfaces
	Clean stovetop
	Set the dining table
	Wipe down dining table
	Take out trash
	Change dish towel
Bathroom & utility room	Do laundry
	Wipe down sink
	Wipe down shower tiles
Bedroom	Ventilate
	Make beds
	Tidy up
Living room	Ventilate
	Water flowers
	Tidy up

WEEKLY	
Kitchen & dining room	Discard spoiled food
	Clean refrigerator
	Clean dishwasher sieve
	Change dishwashing sponge
	Clean kitchen backsplash
	Clean sink & drain
Bathroom & utility room	Change towels
	Wash bath mats
	Clean toilet
	Clean sinks & faucets
	Clean shower & bathtub
	Clean mirrors
	Empty trash cans
	Wipe down surfaces
All rooms	Dust off
	Vacuum
	Sweep floors
	Care for flowers & plants
	Clean cell phone & tablet

MONTHLY	
Kitchen & dining room	Clean range hood
	Clean and descale the kettle
	Clean and descale the coffee machine
	Clean kitchen fronts
	Clean trash cans
Bathroom & utility room	Clean drains
	Clean dryer
Bedroom	Change bed linen
	Vacuum mattress
Living room	Tidy up makeup vanity
	Clean remote controls
	Clean upholstered furniture
	Clean computer & keyboard

EVERY 3 MONTHS	
Kitchen & dining room	Clean oven
	Clean top kitchen cabinets
	Clean microwave
	Clean & descale the dishwasher
	Clean toaster
	Clean under kitchen sink
Bathroom & utility room	Change toothbrush
	Descal shower head
	Clean trash cans
	Clean washer
Living room	Clean vacuum cleaner
	Wash blankets
	Dust off the bookshelf
All rooms	Clean chairs
	Clean windows & window sills
	Dust off picture frames
	Remove cobwebs from walls
	Organize personal files & documents
	Clean door handles
	Clean stairs and handrails

EVERY 6 MONTHS	
Kitchen & dining room	Defrost and clean the freezer
	Organize tea box
	Update First Aid home kit
Bathroom & hallway	Replace toilet brush
	Clean front door
	Update First Aid home kit

EVERY 12 MONTHS	
Bedroom	Wash mattress covers
	Wash pillows & duvets
Outdoor	Clean parasol
	Clean mailbox
	Maintain, clean & repair your bike
All rooms	Clean grill
	Clean doors
	Wash curtains
	Clean lamps & light fixtures
	Clean retractable shades
	Clean baseboards
	Have HVAC system serviced
Wipe down HVAC vents	

Cleaning Schedule

DAILY - MORNING								
Who?	What?	MON	TUE	WED	THU	FRI	SAT	SUN
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DAILY - EVENING								
Who?	What?	MON	TUE	WED	THU	FRI	SAT	SUN
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WEEKLY									
Monday			Tuesday			Wednesday			
Who?	What?		Who?	What?		Who?	What?		
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Thursday			Friday			Saturday			
Who?	What?		Who?	What?		Who?	What?		
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Cleaning Schedule

MONTHLY													
Who?	What?	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
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EVERY 12 MONTHS			
	Who?	What?	
JAN			<input type="checkbox"/>
FEB			<input type="checkbox"/>
MAR			<input type="checkbox"/>
APR			<input type="checkbox"/>
MAY			<input type="checkbox"/>
JUN			<input type="checkbox"/>
JUL			<input type="checkbox"/>
AUG			<input type="checkbox"/>
SEP			<input type="checkbox"/>
OCT			<input type="checkbox"/>
NOV			<input type="checkbox"/>
DEC			<input type="checkbox"/>

EVERY 3 MONTHS					
Who?	What?	JAN - MAR	APR - JUN	JUL - SEP	OCT - DEC
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EVERY 6 MONTHS			
Who?	What?	JAN - JUN	JUL - DEC
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