

# A Complete House Maintenance Guide For Working Professionals



## Abstract

In this guide, we have shared complete details to house maintenance for working professionals. We all know house maintenance is not easy and it requires time. So, this is a complete guide that can make your task easier and faster.

Let's have a look...

### 1.Introduction

Here is a complete house maintenance guide for working professionals. If you are a busy person and have a busy schedule and want to maintain your house, then follow this guide and manage everything in a systematic way.

### 2. The Ultimate Home Maintenance Checklist

For many owners, home maintenance happens only when something goes awry. Overflowing gutters, a balky furnace, or a chimney that refuses to draw provoke an expensive emergency call to service technicians. Worse, your family's safety could be in jeopardy when key areas of your home are neglected for too long. To limit or even eliminate service delays, preserve your home's value, and keep everyone comfortable, but don't have enough time then follow this home maintenance checklist on a regular basis.





Winter: Focus on damage control, keep the roof intact, prevent ice dams.

Spring: Watch for spring flooding, repair winter damage, clean garage and basement.

Summer: Take on ambitious projects like exterior painting or building drainage systems.

Fall: Prepare for the winter, clean gutters, install storm doors and windows.

## **Winter**

- With cold temperatures and harsh elements pressing in, the focus of winter home maintenance is damage control. Because of inclement weather, you may not have the leisure to take on extensive exterior repairs.
- From a safely secured ladder, check gutters and the lower roof for ice dams and eliminate as necessary.
- Check that the covers are still on the outside hose bibs (faucets) and that they have not iced up.
- Make sure that the lawn is not pooling up with water.
- Use this indoor-friendly season as your opportunity to clean the basement, garage, and other interior spaces that get neglected during warm, sunny months.
- Keep an eye on your electrical service drop and the line that leads from your home to the power pole (only if you have above-ground electric service). If large branches have fallen on or are hanging on the line, call the electric company for removal.
- Make sure that the ground next to the house is graded away from the house to prevent interior flooding.

## **Spring**

Spring home maintenance is chiefly about cleaning up after the mess and damage inflicted by winter. Weather is still spotty, so this isn't the best time to take on long-term outside projects like painting the house—this comes later on.

- Clean the gutters and, using a water hose, make sure that they drain.
- Check the exterior siding for damage and repair as needed.

- When the roof is dry and safe to walk on, check shingles, flashing, and vents for damage.
- Clean and replace window screens.
- Trim back trees that may deposit branches on your home. For branches near power lines, call your electric company for pruning.
- In late spring, install window unit air conditioners.
- Reverse ceiling fans so that the vanes rotate in a counter-clockwise direction. This will move air downward, cooling the room.

## **Summer**

With higher temperatures and low precipitation, summer affords comfortable working conditions to make intensive repairs that were not possible in prior seasons.

- Make repairs to the home's siding and paint the exterior as needed.
- Clean and repair your outside deck.
- Wash and apply a sealant to wood fences.
- Flush out your water heater to empty it of sediment.
- Clean debris from window wells.
- If you noted any drainage problems from previous seasons, now is the time to consider building a robust drainage system with catch basins in your yard.

## **Fall**

Home maintenance during the fall season is focused on preparing the house for winter.

- Test the sump pump by pouring water down the sump pit until the pump turns on.
- Remove and store the window screens.
- If your home has storm windows, install them.
- Remove window unit air conditioners. If you have central air conditioning, winterize it.
- Call in a furnace service and have them perform annual maintenance.
- Call in a chimney cleaning service or clean the chimney by yourself.

- Winterize exterior hose bibs (faucets) by protecting them with foam covers.
- Remove leaves and debris from garden ponds and water features.
- Reverse ceiling fans so that the vanes rotate in a clockwise direction. This will help distribute the warm air that collects near the ceiling.
- Perform regular quarterly maintenance.

### **Regular Quarterly Maintenance**

every three months, perform these critical maintenance tasks:

- Press your smoke detector and carbon monoxide detector buttons to make sure that they are still working. Replace batteries as needed.
- Check the gauges on your fire extinguishers to ensure that they are still correctly pressurized.
- Check your water heater's temperature and pressure (T&P) valve to make sure that it will expel water. Place a bucket below the relief tube to avoid flooding.
- Make sure that your garage door's safety reverse function is working and that the electric eyes are correctly positioned.
- For low-use areas such as guest or basement bathrooms, flush the toilet, clean sediment rings from the bowl, and turn on both sink taps.
- Check your water softener to make sure that it is topped off with enough salt.
- Remove showerheads and sink aerators and soak in vinegar to clean out collected sediment.
- Make sure that the dryer vent is properly venting to the outside.
- Test all of the GFCI outlets to make sure that they are working properly.

### **3. How To Keep Your House Clean When You Work Full-Time**

Simple tips to keep your house clean (all the time!) when you work full-time.

When you're out of the house for more than 40 hours a week, and you have kids, pets and, you know, a life — it can be super hard to keep your house clean and organised, even if you want to. But with a few simple strategies, you can tackle your to-do list and have that clean house you always dream of.

First, divide household chores into daily habits and weekly tasks. Daily habits are things that you'll do every day to keep your home clean, and weekly tasks are bigger, more time-consuming chores that you do once a week (or less regularly!).



## **WEEKLY TASKS**

Set a cleaning schedule of weekly tasks to ensure that, as well as being tidy, your house is clean. It doesn't have to be exhaustive (or exhausting). It could simply be:

Monday — vacuum floors

Tuesday — wash floors

Wednesday — clean bathroom

And so on. To make it even easier, when you're doing these tasks, set yourself a 15-minute timer. Tackling jobs quickly means you're more likely to actually do them!

## **DAILY HABITS**

We get it: you're not going to do all of these, every day. And that's OK. You're not perfect (more on that later). But here are some daily habits that can help keep your home clean and tidy. They take very little time and effort, and mostly, they're simple enough to become part of your routine.

- Do a load of laundry before you go to work, and hang it out when you come home.
- Fold laundry in front of your favourite Netflix show.
- Keep biodegradable wipes in your bathroom and use them to wipe down surfaces daily (or as needed).
- Wash your dishes ASAP, or stack them in the dishwasher.
- Tidy before bed. Before you head to bed, do a 10-minute tidy around the house. Wipe the kitchen counters, put away books/DVDs and so on, hang up towels.
- Use the two-minute rule: if it takes less than two minutes, do it now. Wash up a plate. Put away your dirty clothes. Put the recycling in the bin.
- Clean as you go — always. This is the easiest way to build cleaning into your day. Pick up your clothes instead of leaving them on the floor. Wipe down your kitchen counters when you notice they're dirty, not later. Put away your clean dishes while the kettle is boiling.
- Make your bed every day. Simple. Super effective.
- Tackle your entrance, aka the landing strip, daily. File your mail, put away your shoes and bags, and hang up your coat. Easy!
- Don't wear shoes inside the house. Your time spent cleaning the floor will be drastically reduced.
- Keep a squeegee in the shower to wipe down the glass regularly.
- Use your hairdryer to blow floor dirt into the corner of your bathroom (where it seems to build up quickly!) and then use a dustpan and broom to sweep it up. An easy way to keep your floors clean every day.
- Sprinkle a few drops of peppermint/eucalyptus oil in the shower before you turn it on — at least that way, your place will smell clean!

Here's the thing: as lovely as it is to have a clean home, it's not the most important thing in your life. You have a job. You have a family. You have a life.

So strive for perfection if you like, but don't be disappointed if you don't get there. It's all good.

## **4. How to Clean Your House in 45 Minutes or Less**

Master the skill of speed cleaning, and make your home presentable in under an hour!

Is it possible to clean your entire home in 45 minutes? We think so. The key to speed cleaning, experts say, is setting priorities: Focus on the spaces you live in the most.

### **Where do you start?**

Think about your home. Make a list of the most impactful chores, and focus on the rooms that should be presentable and comfortable for your lifestyle. Be realistic too. The 45-minute game plan for a 1,200 sq. ft. home might look a lot different than one for a 2,800 sq. ft. home. Create your chore list wisely. Maintain the goal of having solidly cleaned your home while bypassing spots that require lots of extra attention. (Save those tasks for a rainy day deep clean.)

Experts suggest that the most important areas to clean are the places where people congregate in your home, such as your foyer, living room, kitchen, and bathroom. Let's consider what needs to be done in those spaces, set our stopwatch, and see how much we can tackle:

### **Clean the Foyer - 5 Minutes**

Most entryways serve as a sort of dumping zone, so let's fix that:

- Open the door to your home and let in the fresh air as you clean. It's more effective than any air freshener or candle.
- Put outerwear away. Leave some coat hooks or hangers available and uncluttered, so that guests have a space for their own belongings.
- Store odds and ends that don't belong in the foyer in a single basket so that it's somewhat contained. You'll carry this basket along with you as you move about the house.



- Sweep the floors, but avoid vacuuming or mopping. If necessary, a damp cloth will help spot clean dirty spots left on the floor by wet shoes. Save deep floor cleaning tasks for a day when you have an extra 10 minutes.
- Close the door when you're done.

### **Clean the Kitchen - 15 Minutes**



We all know that everyone hangs out in the kitchen, so focus on achieving clean, uncluttered surfaces:

- Open a window in the kitchen to help circulate air.
- If any clutter from the foyer belongs in the kitchen, put it away. If there's clutter in the kitchen that belongs elsewhere, put it in your carry-along basket.
- Stash away any unnecessary tools or appliances that are cluttering the countertop.
- Spray disinfectant on the counters to remove grime and on high-touch areas, such as the refrigerator handle.

- The sink is a high-maintenance area: Put dishes in the dishwasher, and clear off the drying rack. Use spray cleaner to get out every spot from the sink basin. Then, wipe down the faucet and around the drain.
- If you have stainless steel appliances, use a cleaner to rid the surface of fingerprints.
- Sweep – especially around the perimeter of the room and around cabinet bases.
- Wash pet dishes, and use a damp rag to spot clean the floor area that surrounds them.
- Hang fresh dishtowels and toss the dirty ones into the laundry.
- Use a damp paper towel to wipe splatters from your cooktop and backsplash behind your stove.
- Empty the recycling and trash, and take all bags out of the house. Add a spritz of disinfectant into the bottom of the cans before you insert new liners.
- Don't forget to shut the kitchen window.

### **Clean the Living Room - 10 Minutes**

A tidy living room is an inviting space – both to you and to guests:

- Do a walk around the room and clear clutter. Add to your basket, and put away anything from the foyer or kitchen that belongs in your living room.
- Stack magazines and books neatly in a basket or on an end table.
- Use a microfiber cloth to dust any horizontal surfaces, as well as the TV and coffee table.
- Organize remotes in a single spot, either in a drawer or neatly on an end table.
- Straighten couch cushions and pillows, and fold any throws.
- If you have pets, run a sticky lint roller over furniture to collect any visible fur.
- If carpeted, use the vacuum – fresh vacuum marks on a rug always make a room look well-maintained.

### **Clean the Bathroom - 15 Minutes**

Ironically, this area — not the kitchen or the living room — is where you want to be the most fastidious. The lighting is usually bright, and the room is free of distractions, making dirty areas easy to spot. (You might turn a blind eye to dirty areas, but your guests will not.) That doesn't mean you have to get down on your hands and knees and scrub the tub. Focus instead on cleaning the toilet, mirror, sink and counter.

- Turn on the vent and open a window to help air circulate.
- Clear the counters, shelves and back of the toilet of any excess cosmetics, curling irons, hairbrushes, etc. Stash it all under the sink or in a drawer.
- Pick up any dirty clothes, and throw them in a hamper.
- Are any other items misplaced? Put them in your carry-along basket.
- Collect any loose children's bathtub toys into a shower caddy.
- Squirt toilet bowl cleaner in the bowl, and let it soak while you clean.
- Spray and wipe down the mirror to remove splatters and streaks.
- Disinfect the sink, faucet, stopper and the counter. Use paper towels to wipe down the counters first, and then polish the sink and faucet.
- Put out new folded hand and bath towels.
- Scrub the toilet with a brush and flush. Use disinfecting wipes to wipe down the seat and outside of the toilet.
- Shake out the bathroom rug so it looks fresh, and then sweep the floor.
- Close the shower curtain or door.
- Close the window, and turn off the vent.
- Take out the trash, and mist disinfectant into the empty container.

## **5. Kitchen Cleaning & Maintenance Hacks That Save Time (and Actually Work)**

Get every corner of your kitchen sparkling clean with our proven tips, tricks, and shortcuts.

Between cooking messes, dirty dishes, and everyday spills, your kitchen goes through a lot in one week. It's easily one of the most trafficked rooms in the house (not to mention where you prep your meals), making it even more important to clean regularly. Whether it's a sauce-splattered stovetop or coffee-stained counter, cleaning every surface in your kitchen on a daily basis can be

challenging, especially when you're on a tight schedule. These DIY kitchen cleaning hacks will help you degrease, deodorize, and sanitize in less time. Try these ideas to switch up your same old cleaning routine and keep your kitchen sparkling.

### **1. Keep your disposal smelling fresh**

Few things are quite as offputting as a smelly garbage disposal. To remedy that, use one of our favorite kitchen sink cleaning hacks: lemon ice cubes. To make them, simply fill an ice cube tray with lemon wedges, rock salt, and water. Once frozen, pop the cubes down the drain and run your garbage disposal until the ice is gone. Rock salt scrubs the blades while ice helps knock off any gunk and grime. The lemon helps keep your sink smelling fresh.

### **2. Rejuvenate old baking sheets using hydrogen peroxide and baking soda**

The dynamic duo of baking soda and hydrogen peroxide can restore more than just your sinks and tub. It can make even your most battered baking sheets look brand new again. Simply sprinkle your sheet with baking soda followed by a few sprays of hydrogen peroxide, then finish with another layer of baking soda. Come back in a few hours to wipe your restored baking sheets clean.

### **3. Clean your oven while you sleep**

Forget auto-clean. This high-temp oven setting is known to set off the fire alarm and can leave your kitchen in a smelly funk. Instead, fill up a spray bottle with a homemade solution of 1/3 cup water, 1/3 cup white vinegar, and 1/2 cup baking soda. When the oven is cool, remove the grates and coat the inside with the solution, making sure to avoid the heating elements. Close the door and head to bed, letting the solution work its magic for up to 12 hours. When you wake up, clean the oven with soapy water and dry using a plush cloth.

### **4. Wash your oven rack**

Powder detergent isn't just for laundry. Bring back the original shine of your oven racks without scrubbing (and potentially scratching!) by soaking them in a bathtub filled with powder washing detergent. Let it sit for at least four hours before removing and rinsing with clean water.

### **5. Polish woodwork with lemon oil and vinegar**

Prefer natural solutions to commercial cleaners? This DIY wood polish leaves both a lovely scent and shine. To make it, fill a spray bottle with 1 part lemon oil to 1 part white vinegar. Spray the solution directly onto a dry microfiber cloth and use it to wipe down your cabinets, pantry door, and baseboards.

#### **6. Use your vacuum to clean out cabinets**



For another kitchen cabinet cleaning hack, use your vacuum to clean out cabinets. Instead of wasting time trying to pick up crumbs with a cloth, try the vacuum brush attachment to suck them up at the snap of a button. This cleaning technique works wonders on pantry shelves, too.

#### **7. Wipe down your range hood with oil**

Your range hood is a grease magnet, and as dust latches on over time, the surface gets harder to clean with ordinary sprays. One of the best kitchen stove cleaning hacks is to use vegetable oil. Just add a few drops to a cloth or paper towel, wipe the surface down, and grime is gone.

#### **8. Run Tang through your dishwasher**



Hard water deposits can build up in a dishwasher over time. If your dishwasher no longer gives dishes a thorough clean, it might be time to grab some Tang. For this kitchen cleaning hack, pour an entire container of the fruity powdered beverage into an empty dishwasher. Let the machine run a full cycle. Add in your dirty dishes, run another full cycle, and your dishes will emerge sparkly clean.

### **9. Soak your range hood filter**

The filter on your stove's hood vent can get greasy, dusty, and gross really fast. To clean it, boil water in a large pot and gradually add 1/2 cup baking soda. Next, place the filter in the pot to soak. The entire filter might not fit in your pot, so soak each side separately if necessary. Once one side is clean, turn the filter around and let the other side soak. It'll be hot, so make sure to use gloves!

### **10. Scrub your sink's disposal guard with a toothbrush**

Food waste can get stuck on the underside of your sink's garbage disposal guard without you even realizing it's there. Soak a toothbrush in an anti-grease solution and turn the flap inside out. Move the toothbrush around the guard to scrub off any food waste.

## **6. 10 Daily Bathroom Cleaning Tips For Busy People**



Maintaining bathroom hygiene is crucial to avoid infectious and communicable diseases. Unclean and poorly disinfected surfaces and fixtures in the bathroom increase the risk of coming in contact with dangerous bacteria, viruses and fungi and contracting a notifiable disease. It is more common than you think, as almost 702,000 cases of notifiable diseases were reported in 2021.

Therefore, you must regularly clean and disinfect your bathroom to keep it sanitary and safe. When ending a rental agreement, you can hire professional bond cleaners in Canberra to deep clean the bathroom and other areas of your rental property.

However, to clean the area routinely, use the following bathroom cleaning tips for busy people and manage various tasks effectively and efficiently.

### **1. Take Out The Trash Daily**

Rubbish bins, especially without lids, are hotspots for bacteria and viruses. They contain toilet paper scraps, used sanitary products and other waste you must dispose of daily. This habit will prevent bad smells and the accumulation of harmful pathogens. Line the trash cans with disposable garbage bags to conveniently take out the trash.

Pro-tip: Sprinkle baking soda at the bottom of the trash can to prevent bad smells. Baking soda is a natural deodoriser that absorbs odours.

### **2. Have A Bathroom Cleaning Caddy**

With a busy schedule, wasting time to find cleaning supplies is impractical. Even professional cleaners who offer reliable end of lease cleaning Canberra have caddies to keep cleaning products and tools on hand.

Therefore, create a simple bathroom cleaning caddy by stocking essentials like a versatile cleaner, magic eraser, microfiber cloths, sponges, brushes, disinfectant etc. Also, keep a special cleaner for the toilet, bathtub and sink to sanitise these areas without stress.

### **3. Keep Decluttering Every Day**

Instead of sorting your bathroom contents every month, eliminate clutter by sifting through things daily and removing trash and unwanted items. Remove

expired products, empty medicine cases/packs, soaps and other things simultaneously to prevent accumulation.

In addition to things of personal use, get rid of worn or torn cleaning tools, empty bottles, expired cleaners and other utility items in your bathroom.

#### **4. Keep Drawers & Cabinets Organised**

Don't let storage units become messy by sectioning them with plastic containers and dividers. You can use trays, baskets, foldable bags, compression bags, makeup boxes etc. Aim to keep things in place by dividing cabinets and drawers by categories. Stack similar items together and organise them according to importance and usage.

Using organising tools, make cleaning drawers and cabinets easy, as you can lift them without disturbing the contents and wipe the storage unit.

#### **5. Clean The Sink After Every Use**

Maintaining cleanliness is easier than cleaning, which is why you must scrub the sink after every use. Ensure the fixture is free of toothpaste, handwash liquid, food bits, stains etc. To make cleaning the sink easy, keep a brush nearby to scrub the sink. After cleaning the sink, wash the brush with water and hang it in a safe space to dry.

#### **6. Clean Countertops With Cleaning Wipes**

Bathroom countertops get dirty easily because they get exposed to soap scum, dust, grime, makeup, spit and other stains. To clean this area without spreading germs, use cleaning wipes by Clorox, Pine-o-Cleen, or any other trusted brand.

Pro-tip: Never use a single wipe to clean the entire bathroom. Once you have cleaned the countertop, discard the wipe and use a new one to clean another area.

#### **7. Ventilate The Bathroom**

Bad odour in the bathroom is common, especially if the area remains poorly ventilated. Therefore, turn on the exhaust fan and open a window to keep the air cleaner and fresher. Additionally, install a fan to dry the surfaces/fixtures to reduce mould development and a musty smell.

## **8. Wipe Excess Water From The Floor**

The risk of slipping and falling is higher in the bathroom when the floor is wet. Thus, invest in a rubber squeegee with a long handle to wipe the moisture immediately after you shower to clean anything. Doing this will also help prevent wet grouts that attract mould, algae and other fungi.

## **9. Get A Toilet Cleaning Wand & Refills**

Gone are the days when you had to get a toilet cleaner and scrubber separately. Now you can clean and sanitise your toilet in minutes with a Clorox toilet wand. It has disposable scrubbing pads pre-loaded with the cleaning solution.

You can affix the pad to the wand, scrub the toilet and discard the used pad. The handle is long, giving you better control and flexibility. Therefore, you can clean the toilet effectively and efficiently like a professional bond cleaner in Sydney.

## **10. Apply Cleaners Before Managing Small Tasks**

Special cleaners for dissolving grime, descaling, mould removal etc., need at least 5-10 minutes to work.

Therefore, you must remain productive by applying the products on dirty fixtures and completing other small tasks. You can wipe the mirrors, countertops, faucets etc., while the products dwell. It is how the professional end of lease cleaners in Canberra get work done within the deadline.

A dirty bathroom is a disaster waiting to happen because you can fall sick any time after contracting a serious infection. Therefore, keep your bathroom neat and sanitary using the tips shared above. Since the tips help save time and effort, you can maintain bathroom sanitation even when you are busy.

However, hire professionals for end of lease cleaning in Canberra if you are ending a tenancy and want a pristine rental property for inspection.

## **7. How to Clean Your Room in a Fast and Fun Way**

What comes to mind when you think of your bedroom? For many, the bedroom is the ultimate sanctuary of their home, a more private and personal space for peace and quiet. The bedroom is a place to rest and unwind, watch the shows you've recorded on your DVR while splurging on your favorite ice cream, finally

read the latest bestseller, or play a few rounds of blanket hide-and-seek with your 2-year-old. And sleep, of course!

Your bedroom probably doesn't see as much heavy foot traffic as other parts of your home, but that doesn't mean it shouldn't be cleaned on a regular basis. It is, after all, the place where you breathe indoor air for the longest period of time each day. Bedrooms attract dust more than anything (unless you have kids, where bedrooms also collect picture books, sippy cups, toys and stuffed animals). Clutter from books, magazines, late-night snacking or anything else you bring into your bedroom also creates a less-than-relaxing, not to mention dirtier, place.

Picture your bedroom after a week of rushing around in the morning to get ready for the day, combined with evenings of laying around, folding laundry and catching up on magazines. Whether your bedroom is average-sized or the equivalent of a closet with a window, here are some tips to clean your room quickly and effectively, with ideas to help the work pass, dare we say, with a bit of fun.

### **Speed Cleaning Tips for Bedrooms**





Cleaning up a messy bedroom can seem like a daunting task, but if you prepare a simple plan, you can clean up thoroughly and in record time. Assess your bedroom and the time you need to really get involved in the process. You can get a lot done in a short amount of time if you map it out well!

Here's a basic speed cleaning roadmap to kick your routine in high gear:

- First, bring in a garbage bag and pick up trash around the room. Getting garbage out of the way ensures you'll avoid spills or soiling linens while cleaning.
- Next, take care of the bed. An uncluttered bed with a smooth blanket and neat pillows sets the tone for the entire room. If you have time to change the sheets, do it first. If not, shake out the blanket on a patch of the floor to refresh it, and then make the bed. A neat bed can also hold items such as picture frames or books, where you can neatly line them up and easily put them back after cleaning.
- Put clutter in its place. Straighten nightstand items, such as lamps and knickknacks, and bring any kitchen items back to their rightful place. Place clothes either in the laundry bin, or make a pile in your closet to fold later. If you have items from other rooms lying around, start a sorting pile that you can remove and deal with later. We want the bedroom to be clean, and not turn into a game of "Where does this go?"
- Wipe down the furniture with microfiber dust wipes. Who needs polishing spray and a rag when you're in a hurry! Pre-cut and folded microfiber cloths work great to dust furniture, a TV, bookshelves and picture frames.
- Vacuum or sweep the floor. This is an essential step, since a lot of dust and crumbs settle here. A quick run around the room will be effective. If you have more time, go for a second spin.

To be consistent, start in one corner of the room and work your way around it in one direction. If you move aimlessly around, you can lose focus. Also, try to attack one chore at a time, instead of doing multiple chores at once. If you don't have time to vacuum or dust your blinds and you try anyway, you won't complete the job well.

## **Conclusion**

Hope you like this guide!! We have shared all the useful info to maintain your house according to season and also shared cleaning tips.

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