Home Management Binder

The whole house, in one binder: cleaning schedules, chores, maintenance and the numbers you always end up hunting for.

Household: _____

Address: _____

Sections: Daily tidy • Weekly cleaning • Monthly & deep clean • Chore chart • Maintenance log • Emergency contacts • Important dates • Home money snapshot.

Daily Tidy — 20 minutes

The reset that keeps the house from sliding. Everyone takes a row.

- [ ] Make beds
- [ ] Dishes done / dishwasher running
- [ ] Counters wiped
- [ ] One load of laundry (wash → fold → away)
- [ ] Mail & paper pile sorted
- [ ] Floors: quick sweep of kitchen & entry
- [ ] Trash out if full
- [ ] 10-minute family pickup — everything back to its home
- [ ] Tomorrow's clothes / bags ready

Weekly Cleaning Schedule

Room	Mon	Tue	Wed	Thu	Fri	Sat
Kitchen						
Bathrooms						
Bedrooms						
Living areas						
Floors (vac/mop)						
Laundry room						
Yard / porch						

Put an X where a room gets its weekly clean. Most homes: bathrooms and kitchen mid-week, floors on the weekend.

Monthly & Deep-Clean Checklist

- [ ] Clean inside oven & microwave
- [ ] Wipe fridge shelves; toss expired food
- [ ] Wash windows (inside)
- [ ] Dust ceiling fans & vents
- [ ] Clean washing machine & dishwasher filters
- [ ] Vacuum under furniture
- [ ] Wipe baseboards & door handles
- [ ] Change HVAC filter (note the size below)
- [ ] Test smoke & CO alarms
- [ ] Flush drains with hot water
- [ ] Clean gutters / check roof (seasonal)
- [ ] Service notes:

HVAC filter size: _____

Room-by-Room Deep Clean

Kitchen

- [ ] Degrease cabinet fronts
- [ ] Clean behind/under appliances
- [ ] Descale kettle & coffee maker
- [ ] Reorganise one cupboard

Bathrooms

- [ ] Scrub grout & reseal if needed
- [ ] Wash shower curtain / door
- [ ] Clean fan vent
- [ ] Restock first aid

Bedrooms

- [ ] Wash pillows & mattress protector
- [ ] Rotate mattress
- [ ] Closet sort — donate bag out

Living areas

- [ ] Shampoo or spot-clean upholstery
- [ ] Dust shelves & electronics
- [ ] Wash throws & cushion covers

Family Chore Chart — week of: _____

Chore	Mon	Tue	Wed	Thu	Fri	Sat/Sun

Write the chore, then initials of whoever owns it that day. Rotate the unpopular ones weekly — fairness is the whole trick.

Home Maintenance Log

Date	Job / repair	Cost	Who did it / warranty

Future you — and any buyer of the house — will thank you for this page.

Emergency Contacts & House Facts

Emergency: 911 _____

Poison control: 1-800-222-1222 (US) _____

Electric company: _____

Water company: _____

Gas company: _____

Plumber: _____

Electrician: _____

Landlord / property manager: _____

Trusted neighbour: _____

Vet (pets): _____

Water shut-off location: _____

Breaker box location: _____

Alarm code / notes: _____

Important Dates — never miss one again

What	Date	Notes (gift ideas, sizes…)

Home Money Snapshot (lite)

Just the household basics on one page. The full budget system is the Budget Spreadsheet in folder 01.

Monthly bill	Amount	Due day