# Digital Home Digital Planner

Preview: file inventory and watermarked sample pages. Not the full product.

## Files in the download

**Home-Management-Planner-Printable-Letter.pdf**
Printable edition, US Letter portrait, 48 pages, 0.65 in margins.

**Home-Management-Planner-Digital-Hyperlinked.pdf**
Hyperlinked digital edition, landscape 4:3 for tablets, 48 pages with side tabs and 489 internal links.

**Home-Management-Planner-User-Guide.pdf**
How to print, how to navigate the digital edition, and tips (2 pages).

**README.txt**
Quick start and license summary.

# Family week: _____ / _____

Write each person's name in the left column

| | MON | TUE | WED | THU | FRI | SAT | SUN |
|---|---|---|---|---|---|---|---|
| | | | | | | | |
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SAMPLE

## DINNER PLAN

## TO REMEMBER

- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]

# Cleaning routines

### DAILY

- [ ] Make beds
- [ ] Wash dishes / run dishwasher
- [ ] Wipe kitchen counters
- [ ] Quick tidy of living areas
- [ ] Sort mail
- [ ] Sweep kitchen floor if needed
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____

### WEEKLY

- [ ] Vacuum all floors
- [ ] Mop hard floors
- [ ] Clean bathrooms
- [ ] Change bed sheets
- [ ] Dust surfaces
- [ ] Empty all bins
- [ ] Clean microwave
- [ ] Laundry & fold
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____

### MONTHLY

- [ ] Clean inside fridge
- [ ] Wipe cabinet fronts
- [ ] Wash shower curtain / bath mats
- [ ] Dust vents & light fittings
- [ ] Clean oven hob
- [ ] Vacuum sofa
- [ ] Descale kettle / coffee maker
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____

### SEASONAL

- [ ] Wash windows
- [ ] Flip / rotate mattresses
- [ ] Clean behind appliances
- [ ] Wash curtains
- [ ] Declutter wardrobes
- [ ] Clean gutters (or book it)
- [ ] Deep clean carpets
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____

SAMPLE

# Maintenance schedule

Frequencies are common guidelines; follow your manufacturers' instructions

| TASK | TYPICAL FREQUENCY | LAST DONE | NEXT DUE |
|---|---|---|---|
| Test smoke & CO alarms | Monthly | | |
| Replace HVAC / furnace filter | Every 1-3 months | | |
| Clean range hood filter | Every 1-3 months | | |
| Clean dryer lint duct / vent | Yearly | | |
| Flush water heater | Yearly | | |
| Service heating / cooling system | Yearly | | |
| Clean gutters | Spring & autumn | | |
| Check caulk around tubs & sinks | Yearly | | |
| Clean refrigerator coils | Yearly | | |
| Check fire extinguisher gauge | Monthly | | |
| Replace alarm batteries | Yearly or as needed | | |
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SAMPLE

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SAMPLE