

	Routine					
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday/Sunday
	Rooms	Toilets	Living Room	Kitchen	Study Room/ balcony	Car/ Day Off
Weekly	<ul style="list-style-type: none"> - Clean air conditioner and filter - Clean wardrobe door - Dust all linens with IRIS machine - Clean the window and frames 	<ul style="list-style-type: none"> - Clean the whole toilet, include wall, tiles, basin, mirror, shower screen, floor, rubbish bin - Clean the window and frames - Change hand towel 	<ul style="list-style-type: none"> - Clean the sofa and its bottom - Clean the fan - Clean air conditioner and filter - Tidy up shoe cabinet - Clean window and frame - Tidy the toys 	<ul style="list-style-type: none"> - Clean and tidy the fridge (inside and outside) - Clean cupboard - Clean window - Clean kitchen door 	<p><study room></p> <ul style="list-style-type: none"> - Clean and tidy table - Clean the window <balcony> - Clean the window and the glasses 	<ul style="list-style-type: none"> - wash car - If day off, boil water before go out, back not later than 20:00. Take shower immediately. Wash dish if any, empty garbage bin
Bi-weekly	<ul style="list-style-type: none"> - Clean air conditioner and filter - Tidy up clothes 	<ul style="list-style-type: none"> - Brush hair combs - Clean exhaust fan and filter 	<ul style="list-style-type: none"> - Change cushion cover - Polish shoes if any 	<ul style="list-style-type: none"> - wash rubbish bin - Clean exhaust fan filter - Clean the kitchen ventilator 	<ul style="list-style-type: none"> - brush the floor tiles 	<ul style="list-style-type: none"> - vacuum and clean the car (inside)
Monthly	<ul style="list-style-type: none"> - Clean and tidy wardrobe and underground cabinets 	<ul style="list-style-type: none"> - Clean and tidy the cabinets - Check stock e.g wet tissue, tissue, laundry powder, etc. 	<ul style="list-style-type: none"> - Clean and tidy book shelf - Clean the toys - Clean the lamps - Clean shoe cabinet (Inside and outside) 	<ul style="list-style-type: none"> - clean and tidy kitchen cabinets (inside and outside), check expiry date and stock 	<ul style="list-style-type: none"> - clean all ornaments cabinet - (be careful!) 	<ul style="list-style-type: none"> - clean all windows

