



Life Simplified

Compassionate Move Managers  
& Organizers

# Spring Organizing Checklist

Life Simplified

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## Living Room

- Clean windows and screens. Leave windows open to air out room.
- Scrub the sills, baseboards and walls of dust and grime.
- Dust lights and ceiling fans.
- Vacuum/dust/laundry curtains, throw pillows and throw blankets.
- Vacuum furniture, (make sure to get under the cushions).
- Clean vents.
- Declutter, clean and dust shelves.
- Dust electronics.
- Scrub floor.
- Store winter gear away, (include winter coats, hats, snow pants, and gloves).
- Declutter and clean out junk drawers

## Kitchen

- Clean windows and screens. Leave windows open to air out room.
- Scrub the sills, baseboards and walls of dust and grime
- Dust lights and ceiling fans.
- Empty drawers and cabinets
  - Wipe down, inside and out.
  - Toss expired or never used items
  - Organize
  - Put back items that will be used
- Clean and organize refrigerator and freezer.
- Wipe down backsplash.
- Clean microwave.
- Clean dishwasher.
- Scrub floor.

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## Bedrooms

- Clean windows and screens. Leave windows open to air out room.
- Scrub the sills, baseboards, and walls of dust and grime.
- Dust lights and ceiling fans.
- Vacuum/dust/laundry curtains, throw pillows and throw blankets.
- Launder bedding and pillows.
- Dust furniture, décor, and wall art.
- Vacuum mattress and flip.
- Remove all winter clothing that will no longer be used.
  - Donate clothes that were unworn during the season.
  - Donate clothes that no longer fit.
  - Toss ripped or stained clothes
  - Store winter clothing in containers and place in storage location.
- Remove all winter shoes/boots that will no longer be used.
  - Donate shoes/boots that were unworn during the season.
  - Donate shoes/boots that no longer fit.
  - Toss ripped or stained shoes/boots.
  - Store shoes/boots in containers and place in storage location.
- Scrub/Vacuum floors.

## Laundry Room

- If there are windows, clean windows and screens. Leave windows open to air out room.
- Scrub the sills, baseboards, and walls of dust and grime.
- Dust lights and ceiling fans.
- Clean out lint trap.
- Wipe down dryer vent coil.
- Wipe down dryer and washer machine.
- Clean inside of washer machine.
- Scrub the floor.

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## Bathrooms

- Clean windows and screens. Leave windows open to air out room.
- Scrub the sills, baseboards, and walls of dust and grime.
- Dust lights and ceiling fans.
- Empty all drawers and cabinets.
  - Clean inside and out
  - Toss expired or will not use medicine. (Make sure to dispose of properly)
  - Toss expired or will not use makeup.
- Clean mirrors.
- Scrub bathtub inside and out.
- Scrub toilet inside and out.
- Scrub the floors.

## Outside

- Clean or replace entry mats.
- Clean outside furniture.
- Clean outside grill.
- Clean grill lines from propane tank to the grill.
- Sweep front and back entrances and walk ways.
- Power wash decks and patios.
- Clean and organize garage/sheds.

## Playrooms

- Clean windows and screens. Leave windows open to air out room.
- Scrub the sills, baseboards, and walls of dust and grime.
- Dust lights and ceiling fans.
- Vacuum/dust/laundry curtains, throw pillows and throw blankets.
- Dust all shelves and furniture.
- Empty all toys.
  - Donate all toys outgrown by your children or no longer played with.
  - Toss out all broken toys.
- Organize toys the way it works for you.
- Vacuum/Scrub floors.

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### **Meet Annie Kilbride, Founder & President**



Annie Kilbride is the proud owner & fearless Leader of the team at **Life Simplified, LLC. a Professional Move Management & Organizing Company.** Annie's compassion for others & ability to use time efficiently are apparent the first time you meet her. As a former critical care nurse, she applies her knowledge and ability to connect with others to each job, utilizing her passion and talent to simplify your move, project, even your life.

Over the years, Annie has used her assessment, communication and planning skills to develop Life Simplified into more than just a professional organizing company. She has branched out into the Professional Move Management and Staging arenas. Her ability to use her compassion along with her skills has made her a leader in all these fields.

Annie has also donated her services to local fundraising events that help the community. She has had the gratifying experience of helping two local nonprofit organizations create an amazing donation center for the community in order to provide clothes and food that they would not otherwise have any access to. She has taught at the local community college & local adult school and had many speaking engagements. Annie has even been flown to Key West to help a client, as well as, been interviewed several times on local radio and TV shows & been quoted in several different newspaper articles.

In addition to her organizational talents, Annie strives to educate others. Annie's team helps guide clients through many overwhelming and difficult life altering decision making processes with compassion and absolutely no judgement.

Annie & the Life Simplified Team go the extra mile—she will hang something on the wall, move furniture, pick up supplies, pack her car full of donations. She will even bring all your items to sell, and arrange for all pick-ups, contact auctioneers, eBay personnel and get you fair value for your unwanted clutter. Annie will arrange for the electrician, handyman, junk man, movers, etc. and keep ALL of them on schedule!

Annie & her team are members of National Association of Productivity & Organizing Professionals, Real Estate Staging Association, National Association of Specialty & Senior Move Managers, The Keys Guild, SBO Partner Program & has been voted Best of the Main Line & Western Suburbs by Main Line Today.

*Annie Kilbride, Professional Move Manager & Organizer*  
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