

Room Evaluation *Explanation Sheet*

An envelope with paint, paper, and upholstery swatches can be attached to this sheet for reference.

Room Name: *record room the evaluation is for here*

Dimensions: *list room measurements here; draw a room sketch on the back, esp. if room has unusual aspects*

Window Sizes: *(Include distance from floor to window base, from ceiling to window top, inside frame measurements, and outside frame measurements)*

1. *write each measurement here; indicate wall (N S E or W) the window(s) are on*
- 2.
- 3.
- 4.

Unusual Features: *List unusual items about the room that require special attention (radiators, oversized heating vents, pipes, dropped ceilings, built-in units, etc.)*

Major Changes: *Examples of major changes: Paint job, new carpet, knocking out a wall, or stripping and re-staining doors. List such items here.*

Broken Things that need replaced: *Either structural parts of the room, or furnishings that are broken should be included here (a cracked window is an example of a structural element in the room; a mattress that is broken and torn is an example of a furnishing).*

Broken Things that need repaired: *Again, record both structural elements in the room, as well as furnishings.*

Particular frustrations that need attention: *Here is where to record processes that might need attention. For example, clutter is always building up at the entryway; there is no room for a desk in the room that has to act like an office; the pots and pans do not fit into the only available cupboard.*

\$20.00 Improvement: *List one thing you can do for \$20.00 that would have the biggest impact on the room. Examples: repaint window frames, get a new tablecloth, buy a garage sale chair, bookcase, or storage cabinet.*

Fill in the chart with every imaginable job for the room being evaluated. Enter the tasks in the column that matches how often the job should be done to maintain good order. When in doubt, assign a task a more frequent time. After working through the plan, you can spread some jobs out more. Break tasks into fifteen minute (or less) tasks. For example, don't write: straighten/sort through dresser drawers. Instead, assign each drawer a slot: Clean top drawer one day, clean second drawer the next day and so on. This allows for more frequent attention for frequently used spaces and less attention for less used spaces. Once each room chart is done, you can then transfer the jobs to a perpetual yearly calendar, individual index cards or a master list compiling all your rooms. Examples of possible cleaning tasks are listed below.

Task Break Down for Enter Name of Room

Daily	Weekly	Biweekly	Monthly	Quarterly	Semi-annual	Yearly
Straighten entry	Clean bathtub	Clean inside of microwave	Sweep basement	Turn mattress	Clean under refrigerator	Polish silver for holidays
Freshen powder room	Scrub kitchen sink	Sweep sidewalk	Straighten spice shelf	Vacuum under beds	Clean blinds	Tune up furnace