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| Category-Based Cleaning Checklist |
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| Category | Task Description | Frequency (Daily/Weekly/Monthly) | Completion Status (Yes/No) | Notes/Comments |
| Paperwork | Sort and file documents | Weekly | No |  |
| Clothing | Donate unused clothes | Monthly | Yes |  |
| Kitchen Items | Organize utensils | Monthly | No |  |
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| [source: www.neworchards.com](https://www.neworchards.com/) |