

Cleaning Responsibilities Outline

Date: [Insert Date]

Dear [Recipient's Name],

We are writing to outline the cleaning responsibilities for our shared space. Below are the assigned tasks:

Cleaning Responsibilities:

- **Kitchen:**
 - Wipe down counters and tables
 - Wash dishes and put them away
 - Empty trash bins
 - Sweep and mop the floor
- **Living Room:**
 - Dust furniture and surfaces
 - Vacuum carpets and rugs
 - Organize magazines and couches
- **Bathrooms:**
 - Clean toilet, sink, and shower
 - Wipe down mirrors
 - Replace towels and empty trash
- **Bedrooms:**
 - Make the beds
 - Dust surfaces
 - Vacuum carpets or sweep floors

Please review and confirm your understanding of these responsibilities by [Insert Confirmation Date].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Contact Information]