

# Build a label-led household care plan

A blank paper plan for choosing household cleaning tasks and observations by item or area, with a separate moisture prompt and an equipment-instructions check.

Choose and record manageable tasks for your own household, based on the instructions that come with each item and piece of equipment. Cleaning here is housekeeping, not treatment.

## How to use this sheet

1. Print this page or copy the tables onto paper. Nothing needs to be sent anywhere.
2. Write one row per item or area (for example a rug, a sofa, a bedroom, a heating and cooling system). Use general descriptions only: leave out names, addresses and health details.
3. In the instructions column, note where the maker's directions are kept, or write 'not found'. A missing label is an answer: it becomes the next question.
4. Choose a task or an observation for each row, then record how its timing will be decided. Use the manufacturer's directions, how the item is actually used, or a reply from the maker or a qualified person. Do not assume a general interval applies to every item; record the timing or trigger given for the actual item.
5. Use the moisture prompt and the equipment check separately. A cleaning task does not answer either.
6. Name who will check each row and what the next question is. Put the plan somewhere you will see it again.

Use only the fields relevant to your notes. All fields are optional. Keep the sheet with your own records; no information is submitted.

## What this card does and does not do

The card helps you organise decisions. It does not tell you how often to clean, how to treat a stain, or what to do about anyone's symptoms. Cleaning and disinfecting are different operations, so write down which one a task is, and choose a product suited to the actual surface and follow its label (see [cleaning versus disinfecting](#)). For washable soft items, follow the manufacturer's instructions and dry them completely. Never mix cleaning products or chemicals. The sources behind these points are US public-health guidance; if you live elsewhere, check your own country's guidance as well.

## Household plan matrix

One row per item or area. Leave a cell blank or write 'unknown' rather than guessing.

| Item or area | Manufacturer instructions (where kept, or 'not found') | Task or observation | How timing will be chosen | Who will check | Next question |
|--------------|--------------------------------------------------------|---------------------|---------------------------|----------------|---------------|
| _____        | _____                                                  | _____               | _____                     | _____          | _____         |
| _____        | _____                                                  | _____               | _____                     | _____          | _____         |
| _____        | _____                                                  | _____               | _____                     | _____          | _____         |
| _____        | _____                                                  | _____               | _____                     | _____          | _____         |
| _____        | _____                                                  | _____               | _____                     | _____          | _____         |
| _____        | _____                                                  | _____               | _____                     | _____          | _____         |

## Before each task, check

- ☐ I have found the instructions for this item, or I have written 'not found' and listed who to ask.
- ☐ I know whether this task is cleaning or disinfecting.
- ☐ The product I plan to use is made for this kind of surface, and I have read its label.
- ☐ Where the item is a washable soft item, I have read its own washing and drying directions and will dry it completely.
- ☐ I will not combine this product with any other product or chemical.
- ☐ The product's directions and the item maker's directions do not conflict. If they do, I will stop and ask before going on.

## Moisture investigation prompt

Use this for any area that stays damp, smells damp, or has had water on it. It is a separate question from cleaning: cleaning a surface, or running an air cleaner, does not repair a leak or resolve the underlying moisture cause. Describe areas in general terms, not by address.

### Area or item affected

For example 'a bedroom corner' or 'the underside of a rug'. Use general terms.

---

### What was noticed

For example a damp feel, a smell, a past water event, visible growth, or 'not checked yet'.

---

### Is the cause known?

Write 'yes', 'no' or 'unknown', and what the cause is if known.

---

### Who can look at the cause

For example the item's maker, the supplier, or a qualified professional. Write the name of the role, not personal details.

---

### Cleaning decision on hold until

What you are waiting to learn before wetting or cleaning the area.

---

## Equipment-instructions check

Filters and fans depend on the actual system and its instructions. Filtration supplements source control and ventilation: it does not remove every pollutant. Filter compatibility and maintenance depend on the system, and a qualified heating and cooling professional may need to advise. Longer operation of a heating or cooling system can raise electricity use and affect humidity control, so it is not a universal instruction. This card does not cover electrical or gas work.

### Equipment

Vacuum, heating and cooling system, portable air cleaner or similar. Write the name as printed on it.

---

### Where its instructions are kept

A drawer, a folder, a manufacturer's page, or 'not found'.

---

### What the instructions say about filters and maintenance

Note the page or heading rather than copying a schedule from elsewhere. Write 'unclear' if so.

---

### Does it say when to call a professional?

Yes, no or unclear.

---

### Next question and who to ask

The maker, the supplier or a qualified heating and cooling professional.

---

## Review point

Choose a review point that fits the item's instructions and your situation. It may be a date or an event, such as a new item, a water event or a reply to a question. Record it here: \_\_\_\_\_.

## Questions about using this sheet

### How often should each task on the matrix be done?

This card sets no universal interval. Decide timing from the item maker's directions, from how the item is actually used, and from replies to the questions you have written down. Where the instructions are silent, ask the maker or supplier. Questions about someone's health or triggers belong with a qualified clinician, not on this card.

### Should the heating and cooling system run all the time, or should I replace its filter on a fixed schedule?

Neither is a universal rule. Longer operation can increase electricity use and affect humidity control, and filter compatibility and maintenance depend on your actual system and its instructions. Use the equipment check to find what your instructions say, and ask a qualified heating and cooling professional if they are missing or unclear. Filtration supplements source control and ventilation rather than replacing them.

## Related reading

[An allergen-aware approach to cleaning your home](#)

[Cleaning versus disinfecting carpets and upholstery](#)

[Mattress and bedding care](#)

[Caring for upholstered furniture](#)

[Reliable sources on indoor dust, mould and carpet care](#)

## Sources and scope

[When and How to Clean and Disinfect Your Home](#)

[Guide to Air Cleaners in the Home](#)

Not a treatment, symptom log or health plan; it does not diagnose or promise relief.

Gives no cleaning interval, humidity or temperature threshold, filter replacement date or product recommendation.

Draws on US public-health guidance; country-specific guidance may differ.

Does not cover electrical, gas or fire-safety work, and does not repair a moisture problem.

Independent editorial resource. Contact the publisher: [lukasz@alepo.co](mailto:lukasz@alepo.co).