

ROOMMATE WORKLOAD BALANCE

PERIOD: _____ HOUSEHOLD: _____

TASK DESCRIPTION	FREQUENCY	ASSIGNED TO	STATUS / DAYS
KITCHEN & DINING			
Dishes & Counter Sanitization	Daily		M T W T F S S
Fridge Deep Clean / Expiry Check	Weekly		
Trash & Recycling Removal	Bi-Weekly		
LIVING & COMMON AREAS			
Vacuuming / Mopping Floors	Weekly		
Dusting Surfaces & Electronics	Monthly		
Mail Sorting & Entryway Tidy	Daily		M T W T F S S

TASK DESCRIPTION	FREQUENCY	ASSIGNED TO	STATUS / DAYS
SHARED BATHROOM			
Toilet, Tub & Sink Scrub	Weekly		
Mirror & Fixture Polishing	Weekly		
ADMINISTRATION & SUPPLIES			
Grocery/Supply Inventory	Weekly		
Utility Bill Split & Payment	Monthly		

Supply Shopping List

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- â€¢
- â€¢
- â€¢

Important Reminders / Events

- â€¢
- â€¢
- â€¢
- â€¢

Initial here to acknowledge balance: _____ / _____ / _____