

Balcony & outdoor furniture

A printable checklist for planning, cleaning and drying.

01 Plan before adding water

- ☐ Identify furniture, fabric and floor materials; find their care instructions.
- ☐ Check building rules and where any water would flow.
- ☐ Choose a suitable dry-weather window and a sheltered drying space.
- ☐ Set aside a broom, dustpan, soft brush, cloths and suitable cleaner.

02 Clear and dry-clean

- ☐ Move lightweight items safely; get help with heavy pots or furniture.
- ☐ Bag leaves and litter rather than pushing them into a drain.
- ☐ Brush loose dust from furniture and check for damage.
- ☐ Separate cushions and read their individual washing labels.

03 Clean by material

- ☐ Test the permitted cleaning method on an inconspicuous area.
- ☐ Clean furniture with the method approved for its finish.
- ☐ Wash only machine-washable cushion covers as their label directs.
- ☐ Clean the floor in sections; contain and collect dirty water.
- ☐ Keep tools, chemicals and water away from people below.

04 Dry, check and reset

- ☐ Allow furniture, cushion fillings and the floor to dry properly.
- ☐ Check chair feet, accessible fixings and surfaces for damage.
- ☐ Keep loose rugs and equipment clear of doors and walkways.
- ☐ Store dry cushions and schedule the next quick inspection.

Material / product instructions: _____

Task owner: _____ Next check: _____

Use the specific product instructions. This checklist is not a repair or mould-remediation guide.

Companion article and sources: housekept.com.au/blog/spring-balcony-outdoor-furniture-cleaning