

General Bedroom Guidelines

Everyone must do this!!

Dressers and Desks: Remove all personal items. Vacuum out drawers and wipe down drawer fronts with damp rag.

Baseboards and Doors: Pull **all furniture** away from walls and wipe down baseboards. Wipe down bedroom door and closet doors.

Window and Window sills: Clean window sills with hot soapy water and dry. Clean inside of the windows with Windex.

Blinds: Wipe down blinds

Bedroom Floors: Vacuum floors and around baseboards.

Job #1

STOVE

Pass/Fail

Stove: Remove burners, rings and drip pans. Soak drip pans and rings and then scour them with SOS pad. Wash stove top and in and under broiler drawer (it pulls out) to remove all baked on grease and grime. Pull out stove and clean wall and floor behind/under stove.

Hood/Fan: Scrub inside and outside of hood, fan and walls around stove. Use degreaser on worst spots. Do not use SOS on painted part of stove around dials or on walls as it will remove the paint.

Oven: Spray oven cleaner on oven, set at 250 degrees for 30 minutes. Let cool. Use SOS pads to scrub all interior of oven including racks and excepting heating elements. Then use hot soapy water to clean up **until the oven shines**. If necessary, repeat first part of procedure.

Job #2

KITCHEN

Pass/Fail

Refrigerator: Wash interior and exterior of unit with hot soapy water. Be sure to clean inside of drawers. Slide fridge forward and clean floor under fridge.

Cabinets, cupboards and sink: Clean doors and drawer fronts with hot soapy water. Do backs of cupboard doors the same. Especially clean the grooves that collect grime. Scour sink with Comet and rag paying attention to the areas around the faucet as well. **MAKE SURE TO WIPE OUT ALL CABINETS!**

Kitchen Floor: Scrub with hot soapy water and Comet or Ajax including under cupboard overhangs and corners. Grease and scuff marks will come up with soap and elbow grease.

Kitchen Baseboards: Wash with hot soapy water including the ones behind the fridge and stove!

Kitchen Walls: Wash down with warm water all areas showing spills/spots/grime. May require a degreaser product on walls near stove.

Dishwasher: Wash inside and outside of door removing grime, food and soap buildup.

Job #3

LIVING ROOM

Pass/Fail

Living Room Walls and baseboards: Wash down **ALL baseboards** with warm water all spots, spills and grime.

Living Room Floors: Vacuum thoroughly. Use vacuum hose and nozzle to clean cracks where carpet meets wall.

Light Fixtures and Light Bulbs: Wash and wipe down **ALL** light fixtures throughout the apartment with hot soapy water. If there are any light bulbs that are burned it is your responsibility to replace them. You will be charge if they are not replaced.

Couches: Remove cushions from couches and vacuum up debris. Wash end of coffee tables with damp rag.

Job #4

MASTER BATHROOM

Pass/Fail

Shower: Wash down shower walls using tub and tile cleaner, use scrub brush and comet. Shower should look shiny when complete.

Shower Door: Scour with Comet **REALLY GOOD!** There should be no residue or soap or grime left on the door.

Toilet: Clean toilet inside, outside, bottom, tank and pipes with hot soapy water and a disinfectant. Make it shine.

Floor: Use hot water, Comet or Ajax and a disinfectant to clean. Apply with a brush and elbow grease....even behind toilet and door. Don't forget the floorboards.

Fan Cover: Clean dust etc. from fan cover and heat vent with wet sponge or rag.

Cupboards: Clean fronts of door with warm, wet rag. Do same on inside of door. Give special attention to grooves on doors. Use damp rag to wipe out inside of vanity. Wash and shine mirror.

Job #5

SHARED BATHROOM

Pass/Fail

Shower: Wash down walls and fixtures using tub and tile cleaner.

Tub: Scrub tub with Comet **REALLY WELL**. There should be no residue of soap or grime left anywhere on the tub whether inside or out.

Toilet: Clean inside, outside, bottom, tank and pipes with soap and disinfectant. Make it shine.

Floors: Scrub with hot water, Comet or Ajax and disinfectant. Apply with a brush and elbow grease even behind toilet and door.

Fan Cover: Clean dust from fan cover and heat vent with wet sponge or rag.

Washbasin & Vanity: Clean hair and mold off drain plugs. Scour sinks, fixtures and countertops with cleanser. Wash and shine mirror.

Drawer/Cupboards: Clean fronts of drawer/doors with warm, wet rag. Do same to insides of doors. Give special attention to grooves on doors. Use rage to wipe out inside of vanity.

Walls, baseboards and doors: Wipe down with warm soapy rag all areas of spots, spills and grime. Don't forget door frames.

Job #6

FURNACE ROOM/HALL/ETC.

Pass/Fail

Furnace area: Vacuum thoroughly and clean furnace room floor and interior areas.

Window Sills & Windows: Clean living room and dining area window sills with hot soapy water and dry. Wash inside windows with Windex.

Blinds: Wipe down the blinds in the living room and dining area

Air Vents & Furnace closet doors: Clean with damp rag/brush as needed.

Kitchen Pantry Area: Clean floor and wipe down shelves with warm soapy damp rags.
