

Cleaning Your Apartment

***Special Note: Safety First!**

1. Always read cleaning chemical directions and warnings
2. Never mix chemicals, especially bleach and ammonia



BATHROOM TUB & TILE fill your tub with hot water. Dump a significant amount of scouring powder into the water and use a scratch pad or brush to scrub the tub and walls. Follow these directions for the sink. Use glass cleaner to shine spigots

BATHROOM COMMODOE/TOILET use a toilet cleaning solution or scouring powder and a toilet brush to scrub inside and out, include toilet seat. Typically missed areas are by the bolts on the seat and the bolts that hold your toilet to the floor. If it's not white, it's not clean.

BATHROOM MEDICINE CABINET top, shelves, & mirror should be wiped with glass cleaner.

BATHROOM SINK

Use a bathroom cleaning solution, scouring powder, or Soft Scrub to clean the sink area.

BLINDS should feel smooth and be dust and residue free. Dusting will usually do the job except around the kitchen areas where blinds may have grease build up. Pull blinds down and turn the handle until the blinds are closed. Use a soft cloth to gently dust. Also, avoid using a strong cleaner like Formula 409. It may also cause paint to peel. Be careful not to bend the slats.

CARPET usually is fine after vacuuming, but if it is discolored or darkened in heavy traffic areas or if you have major stains, you can try using Woolite or Resolve to clean stained areas.

DISHWASHER wipe down inside and outside with soapy water. Don't forget to clean the rubber around the door. Wipe with dry cloth to prevent streaking (or use windex and paper towel).

DOORS should be washed, wiped clean & left without smears or streaks. Be especially careful near knobs, edges, and along the bottom. A window cleaner with ammonia works well for removing most marks.

FLOORS (TILE/VINYL): The floors must be swept, scrubbed (if necessary) and mopped. Pay particular attention to the areas around the stove and close to the baseboards.

KITCHEN CABINETS and DRAWERS The cabinets and drawers must be entirely empty and clean. A clean wet sponge will suffice, just make sure you rinse the sponge frequently. The easiest way to clean the drawers is to take them out, turn them upside down over the basket and gently tap the bottom and wipe out with a sponge. The outside of the cupboards must have all grease removed, **and a good wood soap (Murphy's Oil Soap) works best.** Follow same directions for bathroom sink/vanity.

KITCHEN COUNTERTOPS

Countertops should be dirt and stain free. Soft Scrub works best for removing bad stains. Formula 409 works well for day to day cleaning.

KITCHEN FAN/HOOD COVER should have no grease or dirt on the surfaces. Use a good degreaser and soft cloth. *Formula 409 Degreaser* works well. **DO NOT USE OVEN CLEANER ON FAN HOOD.**

KITCHEN OVEN To clean the oven remove the oven racks and soak them in hot soapy water. Put old newspaper on the floor around the stove (oven cleaner can discolor your floor). Using a cold oven spray (the type that foams up – most oven cleaners today are non-toxic and odorless) coat the entire inside of the oven. Follow instructions on the can. You can clean your broiler pan the same way. Just be sure that you rinse thoroughly or you will have a film left in your oven. Degreaser works well for the outside of the stove.

KITCHEN SINK you can use a kitchen cleaner such as Comet or Soft Scrub to clean the kitchen sink and areas surrounding it.

KITCHEN STOVE TOP is one of the most common items for which people are charged. When cleaning your stove, **do NOT pull the stove away from the wall!** Doing so may result in a fire or damage to the gas line!

First, remove the burner plates and soak them in soapy water. Then lift the top of the stove and clean the actual burners with a scratch pad and scouring powder. Make sure to lift the stove top and clean underneath.

REFRIGERATOR should be cleaned inside and out. Fill a bucket or the kitchen sink with hot soapy water. Take all of your shelves and drawers and put them in the tub to soak. Use a mild soap and water or baking soda and water to clean the side and outside. Wash and dry the shelves and drawers and put back in place. Don't forget to take the bottom tray out & clean underneath. Wipe outside the dry cloth to prevent streaking.

VENTS brush off any dust then wipe down with a damp cloth. If they are really bad you may need to take it off the wall and soak it.

WALLS use all-purpose cleaner & sponge in **gentle** circular motion. Rinse with clean water and wipe with soft cloth. In the kitchen area you may need to use a degreaser and little more pressure, especially around the stove. Don't forget the baseboards. **DO NOT SPACKLE HOLES – THIS COULD CAUSE MORE DAMAGE TO THE WALLS.**

WASHER/DRYER (TOWNHOUSES only) should be wiped down inside and out. Lint filters should be cleaned out.

WINDOWS/SILLS clean the inside of the windows and wipe down the sills with a cloth and soapy water. You may have to let the soapy water sit for a while to loosen up the dirt.

SOFAS use damp cloth with warm water with mild soap, NO BLEACH. Let dry fully do not use a lot of water.

**SUGGESTED CLEANING
SUPPLIES**

- Simple Green or other household cleaner
- Oven Cleaner
- Murphy's Oil Soap (for cupboards)
- Rags
- Scouring powder (COMET)
- Broom/Dust pan
- Mop
- Green scrubby/scratchy pad
- Toilet cleaner/brush
- Vacuum
- Rubber gloves
- Glass cleaner
- Paper towels
- Soft Scrub

Cleaning Check List

Living Room

	Door- Edges		Walls
	Door- Knob		Outlet Covers
	Blinds		Ceiling
	Screen		Sofa
	Windows- Glass		Arm Chair
	Windows- Frames		Coffee Table
	Windows- Sill		TV Cabinet
	Carpet		

Kitchen

	Blinds		Stove - Broiler
	Screen		Stove- Sides
	Window- Glass		Exhaust Fan Over Stove
	Window- Frame		Light Over Stove
	Window- Sill		Refrigerator- Inside
	Walls/ceiling		Refrigerator- Top
	Floor/tile		Refrigerator- Sides
	Baseboard		Refrigerator- Door/Seal
	Sink		Cabinets- Door
	Counter Top		Cabinets- Shelves
	Vent-a-hood		Cabinets- Drawer
	Stove - Knobs		Pantry- Shelves
	Stove - Burners		Pantry- Door
	Stove - Oven		Dishwasher-Inside
	Stove - Racks		Dishwasher- Outside

Bedroom(s)

	Blinds/ Shades		Baseboards/vents
	Screen		Closet- Shelf
	Window- Glass		Closet- Walls
	Window- Sills		Closet- Door
	Walls		Door- Sides
	Ceiling		Door- Knob
	Carpet		Outlet Covers

	Desk		Desk Chair
	Desk Lamp		

Bathroom(s)

	Baseboard		Commode/Toilet- Inside
	Floor		Sink- Bowl
	Window- Glass		Sink-Faucet
	Window- Sill		Vanity – inside/outside
	Screen		Medicine Cabinet
	Door-Edges		Mirror
	Door- Sides		Towel Bar
	Door- Knob		Tub- Sides
	Light Fixture		Tub- Faucet
	Outlet Covers		Tub- Tile
	Toilet/Commode- Outside		

Green Cleaning:

Vinegar

Uses: Vinegar naturally cleans like an all-purpose cleaner. Mix a solution of 1 part water to 1 part vinegar in a new store bought spray bottle and you have a solution that will clean most areas of your home. Vinegar is a great natural cleaning product as well as a disinfectant and deodorizer. Always test on an inconspicuous area.

It is safe to use on most surfaces and has the added bonus of being incredibly cheap. Improperly diluted vinegar is acidic and can eat away at tile grout. Never use vinegar on marble surfaces. Don't worry about your home smelling like vinegar. The smell disappears when it dries. Here are some uses for vinegar in the rooms of your house. Use it in the...

1. Bathroom – Clean the bathtub, toilet, sink, and countertops. Use pure vinegar in the toilet bowl to get rid of rings. Flush the toilet to allow the water level to go down. Pour the undiluted vinegar around the inside of the rim. Scrub down the bowl. Mop the floor in the bathroom with a vinegar/water solution. The substance will also eat away the soap scum and hard water stains on your fixtures and tile. Make sure it is safe to use with your tile.

2. Kitchen– Clean the stovetop, appliances, countertops, and floor.

3. Laundry Room– Use vinegar as a natural fabric softener. This can be especially helpful for families who have sensitive skin. Add 1/2 cup of vinegar to the rinse cycle in place of store bought fabric softener. Vinegar has the added benefit of breaking down laundry detergent more effectively. (A plus when you have a family member whose skin detects every trace of detergent.)

Lemon Juice

Uses: Lemon juice is another natural substance that can be used to clean your home. Lemon juice can be used to dissolve soap scum and hard water deposits. Lemon is a great substance to clean and shine brass and copper. Lemon juice can be mixed with vinegar and or baking soda to make cleaning pastes. Cut a lemon in half and sprinkle baking soda on the cut section. Use the lemon to scrub dishes, surfaces, and stains. Mix 1 cup olive oil with 1/2 cup lemon juice and you have a furniture polish for your hardwood furniture.

My favorite use for the fruit is to put a whole lemon peel through the garbage disposal. It freshens the drain and the kitchen. Orange peels can be used with the same results.

Baking Soda

Uses: Baking soda can be used to scrub surfaces in much the same way as commercial abrasive cleansers. Baking soda is great as a deodorizer. Place a box in the refrigerator and freezer to absorb odors. Put it anywhere you need deodorizing action. Try these three kitchen ingredients as natural cleaning products in your home.

Daily, Weekly, Monthly, and Seasonal Cleaning Tasks

Creating a cleaning schedule can be a confusing job. How often do cleaning tasks need to be performed? How long does a particular job take? What chores are considered daily, weekly, monthly, or seasonal tasks? The truth is that no one schedule will work perfectly for the same two, four or six people. If you live with fewer roommates, some daily tasks may only need to be done weekly. Allergy sufferers, and people with breathing issues may need to perform certain tasks on a more frequent basis. Use the following guidelines as a starting point to developing your own daily, weekly, monthly, and seasonal cleaning schedule.

Daily Cleaning Chores

Daily cleaning chores are the absolute minimum that must be done on a daily basis to keep a home clean.

What To Do Daily

1. Clean Dishes

Why Clean Dishes Daily? Maybe you've never seen what happens to a sinkful of dishes left to sit, but it isn't pretty. Smells, stains, and odd fungal growth usually go with forgotten dirty dishes. Cleaning dishes daily is the best choice all around.

2. Tidy Up

Why Tidy Up Daily? Doing a little clutter control on a daily basis keeps your home ready for company at a moment's notice. A few minutes of picking up each day also prevent your home from

turning into a disaster zone that will take hours to plow through. A tidy room makes a big difference in our motivation to tackle bigger projects. Use the 15 Minute Cleanups as a daily help to keep your main rooms ready for visitors.

Weekly Cleaning Chores

Although most of these chores don't require daily work, they are still some of the most important tasks that need to be done in our homes. Some items may need to be completed more often. Scheduling these chores in addition to your daily chores will help you maintain order and cleanliness in your home.

What To Do Weekly

1. Wash Laundry

Not every resident needs to wash laundry weekly, but many find that at least a weekly load of laundry, shared between roommates is necessary. With daily clothes, internship clothes, exercise clothes, and more, our residents can generate a lot of dirty clothes. A weekly load can help prevent a mad dash to find a shirt in the bottom of a hamper.

2. General Cleaning

There are some areas of our units that receive such frequent use, they need to be tended to on a weekly basis. This preventative cleaning keeps these rooms and areas ready to serve, and keeps buildups of dirt and damage from requiring more intense cleaning later.

Don't Forget to Clean: Entry and Patio Doors, Straighten Books and Magazines, Clean Bathrooms, Change Linens in All Rooms, Clean Kitchen Sink, Toaster, Stovetops, Wipe Down Kitchen Appliances Microwave (inside and out), Spot Clean Walls, Clean Leftovers from Fridge, Gather and Take Out Trash.

3. Dusting

Through no fault of our home, dust collects on every surface, leading to breathing issues, dull looking surfaces, and the need to dust weekly. A good weekly dusting staves off the need for more in

depth cleaning on a regular basis. Be sure to dust from top to bottom to prevent settling. Consider using a vacuum attachment to suck up the dust, or a good microfiber cloth to trap dust particles.

Don't Forget to Dust: Furniture, Windowsills, Wall Coverings, Cobwebs, Top of Appliances and Door Frames

4. Vacuuming

Vacuuming your unit on a weekly basis prevents buildups of dust that can trigger allergies and respiratory issues for your family and guests. While high traffic areas may need to be vacuumed on a daily basis, other areas of the apartment need a good once-over once a week. Vacuuming flooring adds years to the life of your floors.

Don't Forget to Vacuum: Carpets, Rugs, Stairs (in townhouses), Furniture, Hard Floors.

Monthly Cleaning Chores

Monthly cleaning chores are perfect weekend chores. These are areas of your home that can afford to be neglected during your daily and weekly cleaning sessions, but ultimately a good thorough monthly cleaning is needed.

Seasonal Cleaning Chores

Although seasonal cleaning chores are important, they are usually the most forgotten parts of home maintenance. Our attention is only needed in these areas two to three times a year, but it is vital to maintaining and cleaning our homes.