

# How to Clean Your Unit

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**Bathroom Tub and Tile:** Rinse your tub with hot water. Sprinkle 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 Commode/ 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 mild cleaning powder such as 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 carpet spot cleaners such as 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



## **Note: SAFETY COMES FIRST!**

Always read cleaning chemical directions and warnings.

Never mix chemicals, especially bleach and ammonia!

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a good wood soap (Murphy's Oil Soap) works best. Follow same directions for bathroom sink/vanity.

**Kitchen Countertops:** Should be dirt and stain free. Soft Scrub works best for removing bad stains. Simple Green or Method work 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. Simple Green or Method work 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. Note, the ovens do have a self-cleaning option, but you should not use it if you are not familiar with this feature. If you do use the self-cleaning option, never leave the unit while it is in self-clean mode and monitor it for fire. If you find there is excess smoke from the self-clean function, open your exterior windows and fan out the smoke. If you open the door to the hallway, you risk setting off the fire alarm in the entire building.



**Kitchen Sink:** Use a kitchen cleaner such as Soft Scrub or Method 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 and clean underneath. Wipe outside the dry cloth to prevent streaking.



**Sofas:** Use damp cloth with warm water with mild soap, No

# Suggested Cleaning Supplies

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bleach. Let dry fully do not use a lot of water.

**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 further damage to the walls.

**Washer/ Dryer (Townhouses only):** Should be wiped down inside and out. Lint filters should be cleaned out every time the dryer is used.

**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.

## *Suggested Cleaning Supplies*

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

## *Cleaning Checklist*

The following suggested cleaning checklist is included so that as you and your roommates clean your unit, you can keep track and ensure that you have cleaned thoroughly.

### **Living Room:**

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

# Cleaning Checklist

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## **Kitchen:**

Blinds  
Screen  
Window- Glass  
Window- Frame  
Window- Sill  
Walls/ceiling  
Floor/tile  
Baseboard  
Sink  
Counter Top

Vent/ Hood  
Stove - Knobs  
Stove - Burners  
Stove - Oven  
Stove - Racks  
Stove - Broiler  
Stove- Sides  
Exhaust Fan Over Stove  
Light Over Stove  
Refrigerator- Inside  
Refrigerator- Top

Refrigerator- Sides  
Refrigerator- Door/Seal  
Cabinets- Door  
Cabinets- Shelves  
Cabinets- Drawer  
Pantry- Shelves  
Pantry- Door  
Dishwasher-Inside  
Dishwasher- Outside

## **Bedroom:**

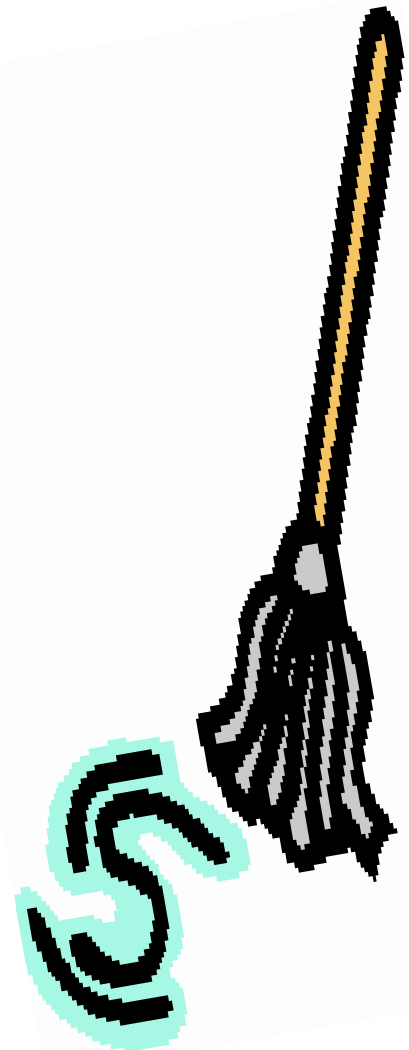
Blinds/ Shades  
Screen  
Window- Glass  
Window- Sills  
Walls  
Ceiling  
Carpet  
Desk  
Desk Lamp

Baseboards/vents  
Closet- Shelf  
Closet- Walls  
Closet- Door  
Door- Sides  
Door- Knob  
Outlet Covers  
Desk Chair

## **Bathroom**

Baseboard  
Floor  
Window- Glass  
Window- Sill  
Screen  
Door-Edges  
Door- Sides  
Door- Knob  
Light Fixture  
Outlet Covers  
Walls

Commode/Toilet- Inside  
Toilet/Commode- Outside  
Towel Bar  
Tub- Sides  
Tub- Faucet  
Tub- Tile  
Sink- Bowl  
Sink-Faucet  
Vanity - inside/outside  
Medicine Cabinet  
Mirror



# Green Cleaning

## Cleaning Tips

Adapted from <http://housekeeping.about.com/>

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**Green Cleaning:** Rather than using harsh chemicals, with three basic household items (vinegar, lemon juice, and baking soda), you can fulfill most cleaning needs!

### ***Vinegar***

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 unit. 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! Don't worry about your unit 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 following locations:

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 if you have sensitive skin.)

### ***Lemon Juice***

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.



You can also put part of a lemon peel through the garbage disposal. It freshens the drain and the kitchen. Orange peels can be used with the same results.

### ***Baking Soda***

Baking soda can be used to scrub surfaces in much the same way as commercial abrasive cleansers. Baking soda is a great deodorizer. Place a box in the refrigerator and freezer to absorb odors. Put it anywhere you need deodorizing action.

# Daily, Weekly, Monthly, and Seasonal Cleaning Tasks

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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. A tidy home can help your living area be a place of refuge and comfort for you, as well as affect your sense of balance and calmness. Simple cleaning and picking up can go a long way in making a space a home.

### *What To Do Daily*

**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.

**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 prevents your unit 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 and to help you maintain a sense of order in your living space.

## 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*

**Wash Laundry:** Not every resident needs to wash laundry weekly, but many find that at

# Daily, Weekly, Monthly, and Seasonal Cleaning Tasks

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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 laundry. A weekly load can help prevent a mad dash to find a shirt in the bottom of a hamper.

**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, Stovetop, Wipe Down Kitchen Appliances, Microwave (inside and out), Spot Clean Walls, Clean Leftovers from Fridge, Gather and Take Out Trash.

**Dusting:** Through no fault of our unit, 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

**Vacuuming:** Vacuuming your unit on a weekly basis prevents buildups of dust that can trigger allergies and respiratory issues for you 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. Vaccums are available for check-out at the front desk. **Don't Forget to Vacuum:** Carpets, Rugs, Stairs (in townhouses), Furniture, Hard Floors.



## Monthly Cleaning Chores

Monthly cleaning chores are essential. 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.

### *What To Do Monthly*

**Clean Light Fixtures:** Cleaning light fixtures on a monthly basis keeps your globes and fixtures from dulling and becoming encrusted with dust and bug remains.

**Dust Air Vents:** You may not notice the air vents in your unit regularly, but they can quickly buildup dust around the vent and wall areas. Dust them down monthly to keep dust from blowing out into your rooms.

# Daily, Weekly, Monthly, and Seasonal Cleaning Tasks

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**Clean Walls:** Even though you don't live with small children, you will discover occasional marks on the walls of their home. Spot clean the walls of your home to remove furniture scuffs, dust, and splatters. Food preparation, eating areas, and the place you store your trash will be likely candidates for a monthly wall wipe-down.



**Clean Window Treatments:** Blinds that attract dust will need to be wiped down on a monthly basis with a wet rag.

**Dust Intensively:** Besides the quick dusting that you do on a daily and weekly basis, more intensive dusting needs to be done monthly. Dust behind furniture and appliances. Dust window sills, ceilings, and baseboards. Don't forget to dust down doors, molding, and hidden corners where cobwebs may form.

**Vacuum Inside Furniture:** It's a mystery how so much stuff finds its way into the depths of the sofa, but a monthly cleaning and vacuuming is likely to reveal many long lost items, and quite a bit of dirt. Go down into the crevices to pull out items that need to be kept. Next, vacuum out the inside of the couch.

**Clean Windows:** A monthly cleaning for windows includes cleaning the inside of the glass and wiping down the windowsills. Use a glass cleaner to remove streaks and spots on the interior of the windows. If you wait for an overcast day, you'll reduce the streaking and spotting on the glass.

**Deep Clean Appliances:** Our appliances get a lot of use and require a thorough monthly cleaning. Use a good oven cleaner to remove baked on drips and overflows from your oven. Remove everything from your refrigerator and freezer and wipe them down thoroughly. Toss any outdated food. Be sure to place new boxes of baking soda in both the refrigerator and freezer to help control odors. Scrub down the inside and outside of your microwave oven.

## 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.

### *What To Do Seasonally*

**Exterior Doors (if you have them):** Wipe down the outside of your exterior doors seasonally to remove months' worth of dirt. This periodic cleaning will keep your entrances