Cleaning Standards for University Village

Recommended Supplies:
- Nylon bristle brush (One dry and one for wet scrubbing is helpful)
- Multipurpose cleaner (409, Lysol all purpose, Mr. Clean)
- Ajax, Comet
- Cleaning rags
- Paper towels
- White vinegar
- Q-tips
- Scrub pad, SOS pads
- Oven cleaner
- Rubbing alcohol (mix 50/50 with water for glass and metal polishing)
- Magic Eraser
- Straight edge razor blade
- Sponge
- Pumice stone

Front Entrance
Use a broom to sweep the entrance in front of your apartment and clear away any trash or other items. Mop or scrub tile as needed.

Blinds
Close the blinds. Dust every slat with a dry rag, open blinds and repeat process. Clean dirty slats with a multi-purpose cleaner (like 409) and a magic eraser. If you wash blinds with a hot soapy rag, wipe blinds down with a clean dry rag when done.

Windows / Window Tracks and Sills
Window pane should be cleaned with glass cleaner or rubbing alcohol and a clean dry rag. Clean the inside of the window pane only. Window sills and tracks need to be vacuumed and cleaned with a multi-purpose cleaner and a toothbrush so that there is no dirt or dust (this works best if you scrub the tracks with a dry toothbrush first, vacuum with a brush attachment, then clean track with a multipurpose cleaner, toothbrush and a rag). Do not remove the screens. HINT: If you clean the window tracks before washing the windows, the dirt in the window tracks will be dry and vacuum out easier.

Light Switch and Outlet Cover Plates
Wipe down with multi-purpose cleaner, use a toothbrush or toothpick to get extra grime around the edges and letters on the switch.

Doors (Front, Pantry, Bathroom, Bedrooms, & Closets)
Doors and frames should be cleaned with a rag and multi-purpose cleaner including all edges and surfaces. Use a toothbrush to remove dust from grooves around door panels. Fingerprint around door knob, sides of door, and bottom portion of the door (usually from children) should be removed.

Walls
Remove all belongings and nails off the walls and wipe down with a hot soapy rag (please do not patch nail holes, this will be done by maintenance). A scrubber pad should be used to remove any sticky residue. Use a magic eraser and multi-purpose cleaner to remove writing or coloring from walls. Check around eating areas where food may have splattered, also bathroom walls may have some moisture residue. Note: if permanent marker is on the wall, it may not come off and will need to be painted over. There will be a charge of $2.00 per square foot if painting is needed. Please do not paint the wall yourself.

Fire Extinguisher
Wipe down with a hot soapy rag and water. Dry with a clean rag.

Large Vent Cover
Use a multi-purpose cleaner to wipe down the vent cover. DO NOT REMOVE VENT COVER FROM WALL. Use the vacuum hose to collect any dust in the vent. A toothbrush or q-tips and multipurpose cleaner can be used to get dirt and grime off of the individual louvers of the vent cover. HINT: Brushing the louvers with a dry brush and vacuum before spraying with cleaner.
**Stove Top and Drip Pans**
Allow burners to cool completely. Lift burners up and gently pull out at a 45 degree angle away from the connection. Remove drip pans from the stove top. Soak drip pans in hot soapy water along with stove knobs. Lift stove top up and clean beneath with a rag and hot soapy water or multi-purpose cleaner. Clean stove top and control panel with hot soapy water and rag or scrubber.

**Fan Cover (Bathroom)**
Scrub with dry brush first, then vacuum with brush attachment, and wipe down with rag and multi-purpose cleaner. Use a toothbrush or toothpick to clean the grooves in the fan cover.

**Range Hood & Fan**
Clean range hood with a hot soapy rag. Remove all grease and grime. Remove fan cover (nine inch silver square) and soak in kitchen sink with hot soapy water or wash in dishwasher (place on rack and run through normal cycle).

**Oven**
Use oven cleaner according to directions on the can. Please be sure to have a window open. A scrubber (like a green scrub pad or SOS pad), butter knife, or single edge razor blade (do not use box opener/utility blades) can be used to remove difficult spots. Use a rag with hot soapy water and rinse thoroughly. Use a SOS pad to remove difficult stains. Rinse with a hot soapy rag thoroughly. Remove all chard or spilled food from the oven racks with a scrub pad or steel wool. Pull oven away from wall, mop floor beneath and wipe down all sides of the oven, the wall behind and the counters directly adjoining. Use a dry rag to dust the back of the oven. Hint: Rubbing alcohol can also be used to wipe out the inside of the oven to make sure oven cleaner residue is removed. Check oven after it has completely dried to make sure there is no white residue from oven cleaner.

**Oven Drawer**
Remove all items from the drawer. Remove drawer. Clean inside and out with a rag and hot soapy water, replace drawer. Don’t forget about the crevices on the backside of the drawer and area on the front by the stove legs.

**Countertops and Backsplash**
Clear countertops; wipe surface with hot soapy water and a rag with special attention to the top of the backsplash and behind the sink. Use a toothbrush for ledges and caulking. Hint: There is usually a lot of food hiding on the backsplash of the kitchen counter.

**Cabinets & Drawers (Kitchen & Bathroom)**
Remove all items from the inside; wipe shelves, hinges, drawers, and drawer tracks with a hot soapy rag, then dry with a rag or paper towel towel. Clean cabinet and drawer front sides and handles with a Magic Eraser and a multi-purpose cleaner. Use a toothbrush for hard to reach spots around handles. Hint: Clean inside handle; also remove all finger prints from door, inside and outside.

**Shower Curtain Rod**
Remove hard water spots and dust off the top of the shower rod.

**Shower and Bathtub**
Spray entire surface with white vinegar or ajax/comet; scrub with a scrubbing pad or brush. If bathtub is still not getting clean use a Magic Eraser or bleach cleaner (Soft Scrub with bleach, Scrubbing Bubbles, etc.), spray on and let soak for 5-10 minutes (do not let cleaner dry on the surface), then scrub again. Rinse completely with warm water.

**Sinks & Countertop (Bathroom)**
Spray entire surface with vinegar or ajax/comet, wipe down with a hot soapy rag. (You can also use a multi-purpose cleaner and Magic Eraser for this). With stubborn spots, soak in vinegar and then scrub with a scrubber pad.

**Toilet**
Spray disinfecting cleaner on the outside surfaces of the toilet, paying special attention to the base of the toilet. Spray cleaner (either disinfecting cleaner, ajax/commet, or toilet bowl cleaner) inside toilet. Scrub with toilet brush and flush to rinse. For stubborn rings, scrub ring around the inside with a pumice stone until gone.

**Dishwasher**
Pour 2 cups of vinegar in the bottom of the dishwasher and a cereal bowl filled with vinegar on the top rack. Run a full cycle with no other dishes. Wipe down door inside and out with a hot soapy rag and water. Hint: Clean door seal right after cycle has run as dirt and hard water will be moist and easier to clean.

**Sink (Kitchen)**
Remove dishes and other items from the sink. Run the disposal. Scrub sink with an abrasive cleaner, use a toothbrush around the edges to clean edges, drains, and sink stoppers. Rinse very thoroughly. Polish with rubbing alcohol and a soft dry cloth. Hint: Polish sink after everything else is clean and you are ready to leave.
**Closets (Living Room)**
Remove everything from the shelves and wipe them down with a hot soapy rag. Vacuum the floor, using the hose attachment for the edges and corners.

**Floor (Kitchen)**
Sweep floor entirely, use a vacuum hose attachment along the edges. Mop the floor using a multi-purpose cleaner and be sure to get the corners and edges of the floor. Scrub under the refrigerator and oven. Hint: Multi-purpose cleaner can leave a residue, so rinse with vinegar water to remove the stickiness.

**Floor (Bathroom)**
Sweep floor entirely, use a vacuum hose attachment along the edges. Mop the floor using a vinegar water solution and mop; be sure to get edges of floor (including the metal trim). Where there is hard water residue on the metal trim, soak in vinegar and scrub with a scrubber brush or pad.

**Carpet**
Vacuum the floors including inside the closets. Use vacuum hose to vacuum along the room edges and corners.

**Bathroom Vanity and Mirror**
Remove all items from vanity shelves and wipe down with a cleaning solution. Use rubbing alcohol or Windex and a clean dry rag or paper towels to clean mirrors, paying special attention to spots. Buff streaks until it is clear.

**Closets (Bedrooms)**
Remove everything from the shelves and wipe them down with a hot soapy rag. Vacuum the floor, using the hose attachment for the edges and corners. Finger prints around door knob, sides of door, and bottom portion of the door (usually from children) should be removed.

**Refrigerator**
Clear off top. Remove all stickers, tape, papers, and magnets. Wipe sides, front, and top with a hot soapy rag. Polish with rubbing alcohol or glass cleaner. If there is a vent at the bottom of the refrigerator remove by grasping each end and pulling gently. Soak in a sink full of hot soapy water, scrub with a toothbrush with attention to the grooves; wash all sides, rinse and dry. Replace vent cover. Pull refrigerator away from wall, sweep and mop floor beneath, wipe down all sides of the refrigerators and the wall and adjoining counter behind it. Use a dry rag or brush attachment to dust the back of the fridge. Remove all food items from the refrigerator. Clean with hot soapy rag from top to bottom, drying as you go. Pay attention to corners, edges, and rubber door seal. Be sure to wash out drawers and dry. Hint: A simple way to clean drawers and shelves in fridge is to put them in the dishwasher.

**Laundry Room**
Remove everything from room. Wipe down shelves and walls with a hot soapy rag. Remove all loose lint from dryer vent and vacuum. Dust the outside of the valve box. Doors and frames should be cleaned with a rag and multi-purpose cleaner including all edges and surfaces. Use a toothbrush to remove dust from grooves around door panels. Clean light switch and outlet cover faceplates. Sweep floor entirely and use a vacuum hose along the edges. Mop the floor using a multi-purpose cleaner and be sure to get the corners and edges of the floor. Also dust the top light cover with a wet rag then a dry one. Hint: Multi-purpose cleaner can leave a residue, so rinse with vinegar water to remove the stickiness.