

# HOW TO MINIMIZE CLEANING CHARGES TO YOUR DEPOSIT

## **Recommended Cleaning Supplies:**

- Rubber Gloves
- Vacuum
- Broom
- Cleaning sponges
- Microfiber Cleaning Cloths
- Drying Towels
- Paper Towels
- Old Toothbrush or Scrub brushes
- Toilet Bowl Brush
- Cleaning Bucket
- Newspaper
- Wet mop for floor

## **Recommended Cleaning Products (or Equivalent):**

- Dawn Heavy Duty Degreaser
- Krud Kutter Kitchen
- Dawn Dish Soap Platinum
- Soft Scrub (non-bleach)
- Bar Keepers Friend
- Lysol Toilet bowl cleaner or equivalent
- Lime-A-Way
- Iron Out
- Clorox Clean-Up All Purpose Cleaner with Bleach
- Mr. Clean
- Windex
- Vinegar
- Baking Soda
- Easy Off Heavy-Duty Oven Cleaner

## **GENERAL CLEANING:**

**Personal Property:** Your entire apartment must be free from all personal property. Any personal property left after your lease ends will be removed and disposed at your expense.

**Trash:** It is your responsibility to discard all trash, food, and cleaning supplies from the apartment. Any such items left in the apartment will be removed and disposed at your expense.

## **KITCHEN**

### **Cabinets and Drawers:**

Vacuum inside and outside.

Use damp sponge or cleaning cloth to remove any remaining residue.

### **Microwave:**

Heat 1 C water + ¼ C vinegar for 5 minutes in microwave.

Cool and discard liquid.

Wipe microwave inside and outside with damp sponge or cloth removing all food particles and residue.

### **Dishwasher:**

Clean out any food particles.

Wipe inside and outside using a damp sponge or cleaning cloth & warm soapy water removing dirt & residues.

### **Sink:**

Clean sink, faucet, and strainers using a non-bleach cleaner such as Soft Scrub.

Use Lime-A-Way for lime scale, rust, hard water deposits found around sink and faucet.

Spray surface to cover soiled area.

Wipe with damp cloth or sponge.

Rinse well with water.

Use an old toothbrush or scrub brush to clean the strainer & around the faucet.

### **Stove Top:**

**For heavy, greasy soiled areas, use Dawn Heavy Duty Degreaser on all areas. Apply to greasy soiled areas and allow to sit for 10 minutes. CAUTION: WHEN MOVING GAS STOVES DO NOT KINK OR DISCONNECT THE GAS LINE AS THIS CAN CAUSE LEAKS AND POSSIBLY LEAD TO AN EXPLOSION.**

Pull stove out; clean the floor and walls behind it. Use Dawn Heavy Duty Degreaser.

Clean the sides of the stove/oven unit. Use Dawn Heavy Duty Degreaser.

Remove electric burners and using a cleaning cloth and warm soapy water remove any residues left on coils.

Clean or replace all drip pans.

Clean stovetop. Use Dawn Heavy Duty Degreaser.

Lift stove top (if it lifts up) and clean under the burners.

Clean Range Hood. Use Dawn Heavy Duty Degreaser.

Reconnect electric burners after completely dry.

**Oven: (IF YOUR OVEN HAS THE CLEAN FUNCTION ON IT PLEASE SEE THE SELF-CLEANING INSTRUCTIONS BELOW.)**

For Ovens that are **NOT** Self-Cleaning:

Clean the outside of the oven. Use Dawn Heavy Duty Degreaser.

Remove the oven racks & wash with mild dish soap & warm water.

Wipe away any loose food particles inside the oven.

Using oven cleaner or baking soda & water make a paste; spray or spread around the inside of the oven avoiding the heating elements. Let sit overnight.

Using a sponge or cleaning cloth with warm water wipe away the oven cleaner or baking soda paste. Rinse your cleaning cloth or sponge as you go.

Spray down the inside of the oven with a mix of vinegar and water and wipe away any remaining residue with a sponge.

Return the racks to the oven.

**Self-Cleaning Ovens:**

If you plan to use the Self-Cleaning function **DO NOT USE OVEN CLEANER.**

Make sure the only thing in the oven is the racks.

Select the clean option. (This takes a few hours. It will smell poorly, and get very hot.)

Once the clean is finished and the oven has cooled wipe inside of oven clean using a wet sponge, cleaning cloth or paper towels.

If you prefer not to use the Self-Clean option then you may use oven cleaner but it must be Self-Cleaning Oven Safe and follow the above instructions. (**DO NOT TURN SELF-CLEAN FUNCTION ON WITH OVEN CLEANER INSIDE.**)

**Refrigerator/ Freezer:**

Using a mild dish soap and warm water with a sponge or cleaning cloth:

Pull out refrigerator and clean the floor and walls behind it.

Vacuum the grill on the back side of refrigerator.

Clean the front, sides and top of the refrigerator.

Remove drawers & wash with mild dish soap & warm water.

Clean the inside walls & shelves.

Clean ice cube trays or ice bucket.

Replace drawers.

Unplug refrigerator & **LEAVE DOORS OPEN.**

**BATHROOM**

**Toilet:**

Pour a generous amount of toilet bowl cleaner around the inside of the toilet bowl & under the bowl's inside rim.

Use a disinfecting spray liberally spray the entire exterior of the toilet including the back of the base and the underside of the seat.

Let the disinfecting spray sit for 5 minutes.

Using a toilet brush, scrub the bowl's interior and under the rim. Flush to rinse the bowl.

Using paper towels, wipe the disinfectant off the toilet's exterior working from top to bottom. Discard paper towels into trash.

**Tub:**

**Do not use abrasive cleaner or scratch pads on fiberglass tubs or showers.**

Apply an All-Purpose or Tub Cleaner (non-bleach) to the walls and interior of the bathtub.

Let the cleaner sit for 5 minutes.

Working from top to bottom wipe down the walls and tub with a damp sponge or cleaning cloth.

For tough areas use an old toothbrush or scrub brush to gently scrub the corners and any areas where soap scum has been collecting.

Rinse the walls and interior of tub with warm water thoroughly.

Use Lime-A-Way for lime scale, rust, hard water deposits.

Spray surface to cover soiled area.

Wipe with damp cloth or sponge.

Rinse well with water.

Dry the walls and tub with a clean towel or cleaning cloth.

**Sink:**

Clean sink and faucet with a soft sponge using a non-bleach cleaner such as Soft Scrub.

Use Lime-A-Way for lime scale, rust, hard water deposits found around sink and faucet.

Spray surface to cover soiled area.

Wipe with damp cloth or sponge.

Rinse well with water.

Use an old toothbrush or scrub brush to clean around the drain and faucet.

**Cabinets and Drawers:**

Vacuum inside and outside.

Use damp sponge or cleaning cloth to remove any built up residue on or in the cabinets.

**Mirrors:**

Spray glass cleaner all over the mirror and wipe (crumpled newspaper works great) the mirror from top to bottom.

Repeat wiping with dry newspaper until dry & streak free.

**Vanity Light Bulbs:**

Turn lights off and gently dry wipe the bulbs to remove dust that has collected on the bulbs.

Replace any burned out bulbs.

**Additional Items****Light bulbs:**

Turn lights off and gently dry wipe the bulbs to remove dust that has collected on the bulbs.

Replace any burned out bulbs.

Do not replace 40" Fluorescent bulbs

**Light Fixtures/Light Bulbs:**

If it is attached directly to the ceiling, do not clean and do not replace bulbs.

**Ceiling Fan Blades:**

Turn the ceiling fan off.

To remove dust, slide a pillowcase over the fan blade. Press gently against the blade and pull the pillowcase back. Repeat for all fan blades.

**DO NOT DO THESE STEPS BEFORE DUSTING THE BLADES.** To remove dirt, use baby wipes to clean fan blades.

To remove grease, pour a small amount of degreaser onto a baby wipe and wipe ceiling fan blades.

**Ceiling Fan Bulbs:**

Turn lights off and gently dry wipe the bulbs to remove dust that has collected on the bulbs.

Replace any burned out bulbs.

**Cobwebs:**

Vacuum or using a broom remove cobwebs from ceiling corners, windows, baseboards, air conditioner, etc.

**Walls:**

Remove any tape or command strips.

Use a broom or dry cleaning cloth to remove dust from walls.

Spot treat any remaining dirt or splatters on the walls with warm water and mild dish soap.

**Wood Trim/Air Conditioner Cover/Heat Registers:**

Please don't remove Air Conditioner Covers to clean the filter inside. Our staff will take care of that.

Use a dry cleaning cloth to remove dust.

Clean any remaining dirty areas with a damp cleaning cloth.

**Patio Glass & Windows:**

Spray glass cleaner all over the patio glass (inside & outside) & windows (inside only).

Wipe (crumpled newspaper works great) the glass from top to bottom.

Repeat wiping with dry newspaper until dry & streak free.

**Tile/Vinyl Floors:**

Vacuum or broom sweep all hard floors.

Wet mop using a floor cleaner such as Mr. Clean mixed with warm water.

**Carpet:** Vacuum all carpets.