**Kitchen**

**Refrigerator:** Wipe up spills immediately. To clean the inside, please use a non-abrasive soap with warm water or all purpose cleaner, e.g. “409” or “Pine Sol” on a sponge or wash cloth. Remove racks to clean properly. Please clean behind and under the refrigerator at least every other month; this will help with the build up of debris that accidentally falls under or behind it. Vacuum out the dust that collects in the coils in the bottom front of the refrigerator.

**Stove:** To clean stovetop and drip pans use a degreaser or mild abrasive cleaners. If there are burnt-on-stains, let the drip pans soak in warm soapy water and use a product like SOS pads to remove tough build up or you can use oven cleaner on rings and drip pans. Regular cleaning is crucial to keeping drip pans and under the drip pans clean and free of stains. Please note that when you vacate an apartment, the drip pans must have no stuck on debris or burnt-on-stains. You will be charged to replace them if they are left in less-than-perfect condition.

**Oven:** Wipe up spills immediately once the oven has cooled. Use an oven cleaner like Oven Off to remove hard build up. Do this every month to insure that permanent stains do not accumulate. Use a stainless steel scrub pad for oven racks. You may also find it helpful to run the self-cleaning option at least once a month if the oven is used heavily.

**Microwave:** Wipe up spills immediately. To clean the inside, please use a non abrasive soap with warm water or all purpose cleaner.

**Counter tops:** To clean please use a non abrasive soap with warm water or all purpose cleaner like “Clorox with bleach”, “409” or “Pine Sol” on a sponge or wash cloth.

**Cupboards:** To clean the inside, please use a non abrasive soap with warm water or all purpose cleaner like “409” or “Pine Sol” on a sponge or wash cloth.

**Sink/Disposal:** Clean sink with a non abrasive cleaner. Wipe sink out after dish washing will help eliminate hard water stains and stuck on debris. Do not put hard items down the disposal (i.e.: egg shells, potato skins, onion skins, fruit peels/rinds, bones, etc…) If a smell persists put a ¼ cup of baking soda down the drain and let it sit for a half hour and then rinse. **Do not rinse grease or fat down the drain.** Pour grease in a covered container and dispose of it in the garbage.

**Backsplashes/Walls:** Wipe up splashes immediately. Wipe down walls and backsplashes as needed with a damp wash cloth. Do not scrub the walls or the paint will rub off.

**Floors:** Wipe up spills immediately. Sweeping floors daily will help eliminate dirt build up. Mop floors with a non abrasive, no wax cleaner. Mop floors once a week or more frequently as needed.

**Bathtub/Shower:** Clean shower and tubs with a non abrasive cleaner daily to help eliminate hard water stains, soap stains, etc… Any specialized bathroom cleaner will be fine. Clean hair out of drains regularly to insure smooth drainage. If a clog occurs, you may use “Drano”, “Liquid Plumber” or any other commercial de-clogging solution. Whenever you use the shower or take a bath please run the fan for at least **an hour** after the shower. This will help with any moisture collection problems. Also always make sure the shower door is closed when in use and if you have a curtain that the curtain is **in** the tub.

**Sink/Counters/Mirrors:** Clean sinks daily to help eliminate hard water stains, soap build up, toothpaste build up etc… Any specialized bathroom cleaner will be fine. Do not light candles close to the bathroom mirror. Use a glass cleaner like “Windex” to maintain the bathroom mirrors.

**Toilet:** **PLEASE DO NOT PUT CHEMICALS IN THE TOILET TANKS!!!!** Chemicals will eat away at the rubber and working parts of the toilet. This means you can not have “blue water” bleach tablets, anything that can be put into the tank of the toilet. You must clean your toilet with a toilet cleaner, ammonia or bleach etc… inside the bowl only. Wipe seats down with a non abrasive cleaner. Do not put disposable diapers, cotton balls, sanitary napkins or tampons down the toilet. Please dispose of these items in the trash. If your tank does get clogged, please use the supplied plunger.

**Floors:** Wipe up spills immediately. Sweeping floors daily will help eliminate dirt build up. Mop floors with a non abrasive, no wax cleaner. Mop floors once a week, or more frequently as needed.

**Walls/Doors:** Wipe up splashes immediately. Wipe down walls and backsplashes as needed with a damp wash cloth. Do not scrub the walls or the paint will rub off. Do not attach adhesive hooks to the wooden doors. Use only “over the door” hooks or 3M Command Strips.

**Laundry Area**

**Washing Machine:** Wipe up spills immediately. Clean around the top of the machine barrel and lid with a non abrasive cleaner. Do not over load machines with clothes. Use only enough soap for the size load you are washing. **DO NOT DYE CLOTHING INSIDE THE WASHING MACHINE!!**

**Dryer:** Wipe up spills immediately and remember to wipe along the inside edge of the door. Remove lint from the lint trap in the dryer before **every** load.

**Floor:** Wipe up spills immediately. Sweeping floors regularly will help eliminate debris from becoming stuck to the floor. Mop floors with a non abrasive, no wax cleaner. Mop floors as needed.
Living areas/Bedrooms

Floors: A vacuum is provided for your use. Please vacuum at least once a week. Dirt can get down into the fibers of the carpet and act as a cutting agent. Pay special attention to the corners and edges. Try using a broom to sweep out dust and debris along the edges of the carpet and then vacuum. If you spill something on the carpet, clean it immediately. Use a carpet cleaner solvent after spills to help eliminate stains. If stains persist try using a product like “Oxiclean”. Make sure you empty the vacuum container regularly. **Please do not rent a wet carpet cleaning system.** These systems will ruin the carpet. If you must clean your carpets please contact the housing office for approved methods.

Furniture: Do not place any stickers, marks, writing, or any type of defacement to college provided furniture. If you spill something, please wipe it up immediately. You will be charged for any stains, marks, and defacement to the furniture. To clean, use non abrasive furniture cleaner for the wood parts. To clean upholstery areas of the furniture try upholstery cleaner or a product like Oxiclean. Make sure to remove trash and debris from under the couch cushions. You may find it helpful to vacuum **under couch cushions** regularly or at least once a month.

Walls: Wipe up splashes immediately. Wipe down walls and backsplashes as needed with a damp wash cloth. Do not scrub the walls or the paint will rub off. Do not use drywall anchors, large nails, hooks or screws in the walls. Do not use permanent adhesive hangers, stickers or anything with non removable glue. Use Command Strips, small picture nails or push pins in moderation. Do not hang wall paper or borders and DO NOT PAINT the walls.

Windows/Blinds: Clean windows with a glass cleaner like “Windex” regularly. Wipe down window sills as needed. Dusting blinds regularly will help eliminate the need to clean them. Do not use any cleaner on the blinds, if needed use a damp cloth to wipe them down.

Whole House Fan: This system is in place to circulate the air in the apartment. It pulls air in through the vents located in each room, so please do not block these vents. It will periodically come on throughout the day. If the system comes on at an inconvenient time, please contact Maintenance to change the settings.

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