

**OLDS
COLLEGE**

Residence Front Office 403-556-8375
Residence Life Office 403-556-8352

Townhouse Cleaning Booklet

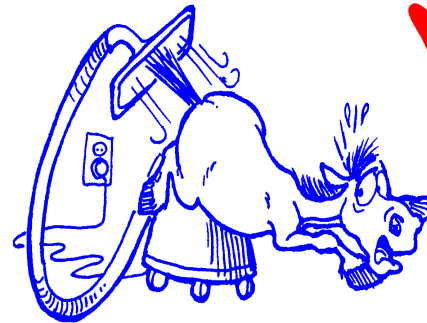
A Student Guide to Effective Housekeeping

Clean It



and

Mean It



COLLEGE COURTS

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The following symbols are located throughout the booklet and indicate a point of interest.



Remember This



Important Note

Example: If scale, rings, and hard water get ahead of you on showers etc., occasionally use a chemical compound to break them down gently without damaging the fixtures themselves. An application of mild phosphoric solution will dissolve scale and soap scum. May we suggest Lime Away or such a type of cleaning product.

Check-Out Preparation for Move-Out Cleaning Check List

✓ ◇ **Make an Appointment for a Checkout Time with Residence Office**

✓ ROOM

- ◇ Wipe down book shelf, desk, closet, and bed
- ◇ Wipe down window ledge and baseboards
- ◇ Wash walls
- ◇ Vacuum floor, bed frame, drawers

✓ WASHROOM

- ◇ Wash floor
- ◇ Wash/scrub toilet and sink
- ◇ Wipe down mirror, shelves, and cupboards
- ◇ Wash/scrub bath tub and tile

✓ COMMON AREAS AND KITCHEN

- ◇ Wash walls, inside windows, and tables
- ◇ Wipe down window ledge and baseboards
- ◇ Wipe down counter, lights, and cupboards
- ◇ Clean fridge and microwave
- ◇ Clean stove top, burners, and oven
- ◇ Empty and wash boot tray and garbage
- ◇ Vacuum and wash floors and rugs throughout

✓ PATIO AND SHRUB AREAS

- ◇ Remove garbage and clean outside areas including lawn area directly in front of unit.



The difference between all your deposit back and some small charges being assessed is time and effort. Those that put both in will be rewarded.

Small things make a big difference between 100% returned deposits and \$50-\$60 in charges.

THE FINAL CLEAN JOB

Here is a **guideline** as to how much **time** will be **needed** to adequately clean your unit to be prepared for your check out. Apartments or houses take a bit of time to prepare before you move out, this is also the case with your townhouse. The approximate time you need to allot for cleaning your unit before it is ready for you to check out is:

- ◇ Your room will need to be wiped down, vacuumed, and possibly the walls washed. Beds cleaned including the drawers and under the mattress (vacuumed and wiped down). Plan to take 30 minutes .
- ◇ Each washroom will need to be cleaned. Plan to take one hour to 1.5 hours to completely clean a single washroom.
- ◇ The Kitchen counters, cupboards, and lights need to be washed. The kitchen should take an hour to 1.5 hours to be properly cleaned.
- ◇ The appliances are likely to take a bit of work. The fridge and microwave must be washed out, and cleaned both inside and out. The deep freeze will need to be defrosted then washed both inside and out. You need to clean the stovetop, burners, and oven. Remove the lint and wipe down the washer and dryer. These tasks should take an hour to 2.5 hours to be cleaned thoroughly. The oven alone may take an hour.
- ◇ Boot trays and garbage cans are to be emptied and cleaned (a wipe or a wash depending upon how grungy they are).
- ◇ The other common areas need to be cleaned. The laundry room needs to be vacuumed then washed down. The walls, inside of windows, tables, chairs, ledges, and lights will all need to be wiped down. Sweep and tidy up the crawl space. Take 1 to 1.5 hours.

Times needed may vary depending upon the amount of cleaning done on a continual basis through the year. In total **each individual should allot between 3 and 4 hours (that's about 10 - 12 hours in total)** before you move out to give yourselves an appropriate amount of time to prepare the unit for checkout.

FREE ADVICE

EVERYONE SHOULD CLEAN

No one person should do all the cleaning. It should be a shared responsibility with each room mate doing their own fair share.

Litter will cause more room mate fights, arguments, and animosities than any other thing. A fair rule is—everyone picks up their own litter and cleans up their own mess, do your part to maintain the unit.

THREE BIG REASONS TO CLEAN

Visual: A sloppy, dirty, unorganized unit turns into a sloppy, dirty, unorganized attitude of personal conduct. People in or visiting the unit have less respect for the property. Nobody likes being around a dirty, sloppy environment; cleaning makes you and your room mates feel better about yourselves and take pride in where you are living.

Health: Dirt, Clutter, Litter, and Sloppiness stimulates Germs, Bacteria, Odors and Accidents!

Money: Dirty, poorly kept units wear out fast and cost more to upkeep. This cost in turn will be passed on to students in higher rent. More immediately, interim inspections are done and if necessary, charges for cleaning and/or damages will be immediately assessed. Also, check outs mean a major clean, regular ongoing cleaning throughout the year will help make move out clean up easier and more likely to reduce cleaning charges; therefore more money in your pocket.



NEVER mix cleaners—mixing different kinds of cleaners may cause a toxic reaction and can be deadly—not to mention they may literally eat your stuff.



NEVER use bathroom fixtures, cupboards, or appliances as ladders because they are minimally fastened and can break under body weight.



NEVER sniff to see what's in a container.

FREE ADVICE

GET ORGANIZED

The key is **You and Your Roommates...** there is no one best way to organize, just use whatever works for your group; agree on how it will be done. However, to clean up well and then wait to clean again until the room/unit is extremely messy is poor organization and a wasted effort. Good organization is simply avoiding unnecessary tasks and getting the job done easily with a regular, workable schedule.

PROCRASTINATION = MORE WORK

Putting off cleaning multiplies it! Small simple jobs, if left till later, cause not only more time but more supplies, irritations, and even health hazards. For example: If dishes are done immediately, they're simple! If you wait, and wait, and wait...they pile up, become an irritation, take longer to do, are a visual distraction, and attract bugs (*bugs*—both insects and virus). If bathrooms are done regularly, they're simple! If you wait, and wait, and wait...drains become plugged, bath tub ring and sum appear, it takes longer, its harder to clean, and it harms the surface.

UNDER CONSTRUCTION



NO renovations

NO self repairs.

Residents may not make their own repairs, any such work will result in charges as damage to the unit or room (it is also an evictable offense).

Repair or maintenance costs incurred as a result of vandalism or damage beyond wear and tear will be immediately levied against the occupants responsible for the area.

Regular Cleaning Includes ...



Outside area

- ◇ **Patio** - Steps and sidewalks from your exterior door to the main sidewalk are each units responsibility to keep clear of ice and snow. Unless you are partial to nasty odors, maggots, flies, mice and other creepy crawlers we highly recommend you empty your garbage at least twice per week. Garbage is not to be left on your doorstep or on the patio. Repeat offenses will result in disciplinary action. Please be sure that all garbage bags are tied and that the bag makes it into the disposal container (dumpster).
- ◇ **Shrubs** - Don't litter the area is the easiest way to avoid tedious clean up. Keep the shrubs clear of loose garbage, bottle caps, paper, cigarette butts, etc.



Be courteous - If you see paper or other garbage pick it up. It won't kill you and it looks a lot better to live in.



Basement

- ◇ **Crawl space** - This is your storage area but make sure everything is kept neat and no garbage is stored there. Pop/beer cans or bottles attract insects and cause odor problems. Return empties often.



Cleaning Expectations for Move Out



Please ensure that the screens are on the windows, posters are removed, all tacks and staples are removed from bulletin boards, garbage bins emptied, and the room and/or unit has been cleaned. All walls are to be washed if needed. Wipe down cupboard's interior and face. Wash cupboards if needed. The stove must be thoroughly cleaned. Rooms and units must be left clean, or extra cleaning charges will be assessed.

Regular Cleaning Includes ...

✓ Bedroom and Living room

- ◇ **Carpet** - Vacuum regularly to avoid dirt build up. Clean spills as they happen or as soon as possible. A carpet full of spots never looks clean and is very costly to replace.
- ◇ **Furniture** - Need to be dusted and vacuumed. Don't use a feather duster! It just changes the dusty area from one place to another and wastes your time as it does not remove the dust. Don't use furniture polish, it will just cause build up. A dampened cloth works best. Dust first, then vacuum.
- ◇ **Laundry room** - Wash off shelves, sweep or vacuum and then mop regularly; dust, dirt, and lint builds up if not cleaned properly. Don't forget the corners or behind the washer/dryer.
- ◇ **Closets / Cupboards** - Wash off shelves.

✓ Bathroom

- ◇ Bathrooms get dirty fast. Soap scum and hard water build up in a matter of days so slight we don't, at first glance, notice it.
- ◇ **Sink and Counter** - Sink should be kept clean as well as the countertop. (The longer toothpaste and make-up sits the harder it is to get off).
- ◇ **Mirror** - You should be able to see a reflection in the mirror.
- ◇ **Toilet** - The toilet is likely the least favorite to clean. Wear gloves if it bugs you. Briskly scrub the inside of the toilet with a bowl brush daily for a few seconds (at least weekly for a couple of minutes).

If you need to remove old build up in your toilet because you have put off the easy cleaning, do it right. Remove some water from the bowl and work on the ring directly. A pumice bar (found in hardware stores) can be very helpful.

You Know Why ... Now How?

ORGANIZE TOOLS, SUPPLIES, AND MANPOWER

Most cleaning jobs can be done with a few basic professional supplies. Clear your mind of TV miracles, "old wives tales", and "cocktail concoctions". Making your own cleaning brews can be dangerous and may damage fixtures (Unit 4 is an example). Limit your aerosols; they are expensive and not the friendliest for the environment. Buy in concentrates whenever possible.



CAUTION: When using any kind of cleaner, **read the label.**

BASICALLY YOU NEED THREE CLEANERS

All Purpose or Heavy Duty Cleaner—can be used for almost any type of cleaning.

Disinfectant Cleaner—for bathrooms, door handles, and other areas that need to be disinfected.

Window Cleaner - an evaporating alcohol type, water and vinegar, or diluted lemon juice, (don't use aerosol types, especially on painted surfaces). Use on windows, appliances, tiles, some counter tops, mirrors, glass trinkets, etc.



For most cleaning situations or "keep up" cleaning, use a 1-quart (750ml-900ml) spray bottle and keep it handy for the quick clean up jobs.

Using concentrates. If you are using concentrates, just add a small amount of the concentrate to water (don't fall into the trap of thinking if a small amount does a good job a larger amount will do better - not true - instead it just leaves a residue that needs cleaned also). Follow directions for use and the amounts to be used. Make sure you label all spray bottles properly or you may end up cleaning your windows with toilet disinfectant and wonder why the streaks stained the glass.

You Know Why ... Now How?

Cleaning Methods, Materials, and Tools

Wash: A pail of water with soap, detergent or disinfectant used to wet a cloth and repeatedly press over against an area to clean it.

Wipe down: A damp cloth gently swept over an area to remove dust.

Scrub: With a non-abrasive cleaner and water use a cloth and/or soft bristle brush to rub an area clean.

Vacuums are provided in each unit. Treat your vacuum cleaner kindly; pick up big pieces before you start vacuuming, watch out for paper clips, bottle caps, coins, pins etc. These items will quickly clog up your vacuum, and you will wonder why it doesn't work well. Replacement bags can be picked up from the Residence Office (when the orange light is on, the vacuum is plugged or the bag is full).

Suggested items you need to get:

- i) non abrasive cleaner;
- ii) soft bristled brush for toilet, sink, and tub;
- iii) toilet cleaner;
- iv) window cleaner;
- v) rags, sponge;
- vi) rubber gloves;
- vii) detergent/disinfectant;
- viii) a mop and mop pail.

The following area examples of what will be helpful:

Pinesol, Mr. Clean, Vim, Dettol, Tilex, Windex, Soft Scrub, ammonia, lemon juice, vinegar. Avoid powdered cleaners or abrasives. Never use steel wool to grind off dirt or residue. Clean before it gets that bad.

If you are ambitious you can make your own cleaning cloths out of old terry bath towels, old cloth diapers, or old shirts.

E.G. Cut flat 18" x 18", fold and sew the side edge, it is hollow like a tube. Fold once, then again and it will just fit your hand. By changing sides, reversing inside out you have 16 clean sides!

Now You're Ready ... Clean ...

AREAS OF IMPORTANCE

Kitchen, Living room, Bedroom, Bathroom, Closets, Walls, Stairwells, Entry way, and Patio.

REGULAR CLEANING INCLUDES



Kitchen

- ◇ **Floor** - Sweep up dust and dirt at least weekly, or more often as necessary.
- ◇ **Sink and Counter** - Keep counter wiped clean of dust, crumbs, and spills. Don't let dirty dishes build up. Wipe the sink out after doing dishes.
- ◇ **Refrigerator** - Clean up spills immediately. Throw out things that are past date for freshness or moldy. If it grows fuzz and starts to move throw it out!
- ◇ **Stove/Oven/Fan** - Clean up spills immediately. The stove top should be cleaned up frequently and wiped after every use. Remove element; Remove the burner trays tin foil.
- ◇ **Table** - Keep food spills cleaned up. Clear dishes after you've eaten. Don't use as a private desk.
- ◇ **Garbage** - Line garbage containers with plastic bags. Empty regularly to avoid build up and smell. Wash garbage cans out with disinfectant often. Dispose of garbage in College dumpsters (wrapped in plastic bags with tops tied shut).



When cleaning a floor, wall, stove-top, tub, etc., use a consistent approach ... apply the solution (liquid) over as much of the area as possible. That gives the solution a chance to loosen up the dirt and do some of your work for you.