

Bedroom Cleaning Standards: Sunrise Village

Tools/Cleaners: Plain white vinegar (poured into a spray bottle), rubbing alcohol (poured into a spray bottle), glass cleaner, disinfecting cleaner, multi-purpose cleaner or hot soapy water, medium grade non-scratch scrubber pads or brush, toothpicks, toothbrush, toilet brush, pumice stone, broom, mop, vacuum, and rags.

Bedroom Item	Condition
Bedframe	Should be free of dust and debris along all side rails, posts, and under mattress.
A multi-purpose cleaner works best when cleaning the bed frames. Be sure to dry surfaces with a dry rag.	
Carpet	Should be completely vacuumed and spotless.
Pick up clutter from floor. Vacuum thoroughly, using the hose attachment along walls, behind the desk, dresser, and beds.	
Closet Interior	Shelves, drawers, and cabinets should be clean and smooth to the touch. Closet in general should be orderly. Closet rods should be free of black residue.
Remove everything from the closet and wipe down shelf, closet rod, cabinets, and walls with a warm soapy rag. Vacuum the floor using the hose attachment for the edges and corners.	
Desk	Should be smooth to the touch and free of sticky residue and dust.
Remove everything from the desktop and drawers. Wipe down the desktop, inside drawers, drawer tracks, and exterior surfaces (including the back) with a rag and multi-purpose cleaner. Be sure to dry surfaces with a dry rag.	
Doors	Should be clean, smooth, and free of fingerprints, scuff marks, and residue. Doorknobs should be shiny and free of grime.
Doors and frames should be cleaned with a rag and multi-purpose cleaner including all edges and surfaces. Use a toothbrush or toothpick to remove grime from doorknob ridges.	
Light switches and Outlet Cover Plates	Should be shiny and free of grime.
Wipe down with multi-purpose cleaner; use a toothbrush or toothpick to get extra grime off around the edges and letters on the switch. Metal cover plates should be polished with a rag and rubbing alcohol.	
Mattress	Should be fresh and free of stains or tears.
Vacuum the mattress, paying special attention to the area in between the seams. Flip the mattress end for end (over and rotated head to foot) at checkout.	

Heating Vents and Wall Heaters	Should be white, free of dust, and debris.
Use a multi-purpose cleaner to wipe down the top, front, and sides. Use the vacuum hose to collect any dust in the vent and underneath the radiator.	
Closet and Wall Shelving	Should be white and smooth to the touch.
Use a multi-purpose cleaner and a rag to wipe down the top, sides, and bottom of the shelf.	
Walls	Should be clean, free of grime, and sticky tack residue.
Remove all belongings from the walls and wipe down with a hot soapy rag. A scrubber pad could be used to remove any sticky residue.	
Windows, Tracks, and Sills	Should be clean, clear of streaks, and dust.
Window pane should be cleaned with glass cleaner or rubbing alcohol and a clean dry rag. Clean both the inside and outside of the windows pane. Window sills and tracks need to be vacuumed and cleaned with a multi-purpose cleaner and a toothbrush. Do not remove the screens.	
Blinds	Should be smooth to the touch, white, and free of dust.
Lower the blinds (with slats open). Wipe each slat, individually, with a hot soapy rag. Then, close the slats and use a hot soapy rag to wipe down the fronts then turn to wipe the backs of the blinds, making sure to wipe behind the strings. After you wash them, wipe them down with a dry clean rag.	

Living Room Cleaning Standards: Sunrise Village

Tools/Cleaners: Plain white vinegar (poured into a spray bottle), rubbing alcohol (poured into a spray bottle), glass cleaner, disinfecting cleaner, multi-purpose cleaner or hot soapy water, medium grade non-scratch scrubber pads or brush, toothpicks, toothbrush, toilet brush, pumice stone, broom, mop, vacuum, and rags.

Living Room Item	Condition
Blinds	Should be smooth to the touch, white, and free of dust.
<p>Lower the blinds (with slats open). Wipe each slat, individually, with a hot soapy rag. Then, close the slats and use a hot soapy rag to wipe down the fronts then turn to wipe the backs of the blinds, making sure to wipe behind the strings. After you wash them, wipe them down with a dry clean rag.</p>	
Carpet	Should be completely vacuumed and spotless.
<p>Pick up clutter from floor. Vacuum thoroughly, using the hose attachment along walls, under the furniture, and inside all closets.</p>	
Hall, Linen, and Utility Closets	Should be smooth, orderly, and free of grime and fingerprints.
<p>Remove everything from the shelves and wipe them down with a hot soapy rag. The rod needs to be cleared and cleaned with a multi-purpose cleaner.</p>	
Doors: Front, Coat and Linen Closet	Should be smooth and free of fingerprints, scuff marks, and residue. Doorknobs should be shiny and free of grime.
<p>Doors and frames should be cleaned with a rag and multi-purpose cleaner including all edges and surfaces. Use a toothbrush or toothpick to remove grime from doorknob ridges.</p>	
Coffee Table and Furniture	Should be polished and free from grime.
<p>Remove everything from the furniture and shelves. This includes the entertainment cabinet, coffee table, and wall shelves. Using a multi-purpose cleaner, wipe down the furniture. The coffee table may need a magic eraser to remove the grime. A wood polish can also be used to make the wood shiny.</p>	
Front Entrance	Should be clean and clear of chalk, outdoor debris, garbage, etc.
<p>Use a broom to sweep the sidewalk in front of the apartment and clear away any trash or other items. Use hot water to remove any chalk.</p>	
Couches	Should be clean and free of stains, garbage, or crumbs.
<p>Reach your hand into the couch (all the way back) and sweep all crumbs forward. Pick up any loose items under the cushions that are too big to be vacuumed. Using the vacuum hose, vacuum the cushions, under the cushions, and the exterior parts of the couch.</p>	

Hall Mirror (If Applicable)	Should be shiny, and free of dust and streaks.
Use rubbing alcohol or windex and a clean, dry rag to clean mirrors with special attention to spots. Buff streaks until clear.	
Walls and Baseboards	Should be clean and free of grime and sticky-tack residue.
Remove all belongings from the walls and wipe down with a hot soapy rag. A scrubber pad could be used to remove any sticky residue.	
Windows, Tracks, and Sills	Should be clean, clear of streaks, and dust.
Window pane should be cleaned with glass cleaner or rubbing alcohol and a clean dry rag. Clean both the inside and outside of the window pane. Window sills and tracks need to be vacuumed and cleaned with a multi-purpose cleaner and a toothbrush. Do not remove the screens.	
Vacuum	Surface should be clean of dust and debris. Roller should be free of hair or strings.
Use scissors and carefully cut away all hair that is on the roller. Do not cut the brush portion of the rollers. Bag should be replaced or compartment emptied. Using a hot soapy rag, wipe down the entire surface, cord, and handle until clean.	
Vents and Wall Heaters	Should be white and free of dust and debris.
Use a multi-purpose cleaner to wipe down the top, front, and sides. Use the vacuum hose to collect any dust in the vent.	
Light Switches & Outlet Cover Plates	Should be shiny and free of grime.
Wipe down with multi-purpose cleaner. Use a toothbrush or toothpick to get extra grime off around the edges and letters on the switch	

Name: _____ Apartment Number: _____

Job 2 **Returning Residents: PLEASE STORE ALL ITEMS ACCORDING TO THE STORAGE AGREEMENT FOUND ONLINE.**

Living Room/Hall/Dining Room/Outsid

All white glove cleaning standards are included with this checkout assignment. Please refer there for directions and tips to pass your white glove.

\$2	Remove ALL posters, pictures, wall hangings and move furniture to it's original location.
\$2	Front entrance should be clean and clear of chalk, outdoor debris, garbage, etc...
\$2	Vinyl flooring in entry should be shiny and free of dust and streaks.
The Front Entrance can be signed off by the "Last Person" here: _____	
\$6	Walls and baseboards should be clean and free of grime and sticky residue (hallway too).
\$2	Light switches and outlets should be shiny and free of grime.
\$2	Clean coat, linen and hall closet out, wash shelves until clean and smooth to the touch.
\$4	Front, closet, and linen closet door should be smooth and free of dust, fingerprints, and grime.
\$4	TV, Entertainment storage, coffee table, and wall shelves should be polished and free from grime.
\$2	Furnace grates in hallway across from the bathroom should be white and free of dust and debris.
\$4	Carpet should be completely vacummed and spotless.
\$4	Couches should be clean and free of stains, garbage, or crumbs.
\$4	Windows, Tracks, and Sills should be clean, clear of streaks, and dust.
\$6	Blinds should be smooth to the touch, white, and free of dust.
\$4	Vacuum surface should be clean of dust and debris. Roller should be free of hair and strings.
\$4	Take down all light covers, wash and clean.
\$20/bag	Take out all trash.

Bedroom: Return beds to their original position with the foot of the bed facing the the closet.

Please make sure all items are completed, you can share the responsibility as directed if you'd like.

\$2	Remove all poster, pictures and wall hangings (non returning residents).
\$4	Walls should be clean, free of grime, and sticky residue.
\$4	Doors and handles should be clean, smooth, and free of fingerprints, scuffs, and residue.
\$4	Wash chair rail and base boards until free of scuffs, grime, and dust.
\$2	Wall shelving should be white and smooth to the touch.
\$2	Closet shelves should be clean and smooth, it should be orderly with rods free of residue.
\$2	Clean and move all chairs back to dining room table (if applicable).
\$4	Desk, drawers, and legs should be smooth to the touch and free of dust, debris, and grime.
\$2	Light switch and outlet covers should be shiny and free of grime.
\$4	Windows, tracks, and sills should be clean, clear of streaks, and dust.
\$6	Blinds should be smooth to the touch, white, and free of dust.
\$2	Heating vents and wall heaters should be white, free of dust, and debris.
\$2	Bedframe should be free of dust and debris along all side rails, posts, and under mattress.
\$40	Matress should be fresh and free of stains or tears.
\$2	Move furniture back to it's original position.
\$4	Carpet should be completely vacummed and spotless.
\$2	Remove ceiling and wall light covers and clean (no bugs!).

Complete your online checkout and print your white glove sheets at SunriseVillageApts.com/CurrentResidents.php If you do no register online or turn in your checkout envelope by Noon on July 24th, you will be charged a \$50 non-checkout fee.