

## 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
<b>Bedframe</b>	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.	
<b>Carpet</b>	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.	
<b>Closet Interior</b>	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.	
<b>Desk</b>	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.	
<b>Doors</b>	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.	
<b>Light switches and Outlet Cover Plates</b>	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.	
<b>Mattress</b>	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.	

<b>Heating Vents and Wall Heaters</b>	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.	
<b>Closet and Wall Shelving</b>	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.	
<b>Walls</b>	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.	
<b>Windows, Tracks, and Sills</b>	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.	
<b>Blinds</b>	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.	

## Kitchen 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.

Kitchen Item	Condition
<b>Sink</b>	Sink faucet and edges should be empty, sanitary, and odor free.
Remove dishes and other items from the sink. Run the disposal. Scrub sink with abrasive cleaner. Use a tooth-brush to clean the edges, drains, and sink stoppers. Rinse thoroughly. Polish with rubbing alcohol or glass cleaner and a soft dry cloth.	
<b>Cabinets and Drawers</b>	The insides should be orderly and clean. The outsides should be white and free of streaks and residue.
Remove all items; wipe shelves, hinges (starting from top to bottom), drawers, and drawer tracks with a hot soapy rag, and then dry with towel. Clean cabinet and drawer front, sides, and handles with a Magic Eraser. Rinse surfaces with hot water. Use a toothbrush for hard to reach spots around handles.	
<b>Countertops and Backsplash</b>	Should be clean, sanitary, and free from grease, soap residue, stains, and crumbs.
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.	
<b>Stove Top and Drip Pans</b>	Should be shiny and free of grease and black residue.
Coil stove top: Do not work with a hot stove. Lift burners up and gently pull out at a 45 degree angle, away from the connection, to remove. Remove drip pans from the stove top and soak in hot soapy water along with stove knobs. Lift stove top (if equipped) and clean beneath stove top with a rag and hot soapy water. Clean stove top and control panel with hot soapy water and rag. Buff with a dry rag to shine.	
Gas stove: Remove all elements from the stove top and soak in hot soapy water along with stove knobs. Lift stove top (if equipped) and clean beneath stove top with a rag and hot soapy water. Clean stove top and control panel with hot soapy water and rag. Buff with a dry rag to shine.	
<b>Oven</b>	Should be smooth to the touch, free of stains, and burned on food spills.
For difficult to clean areas of the oven a pumice stone and a razor will help tremendously.	
Before cleaning the oven, remove oven racks and place on a large plastic garbage bag on the kitchen floor.	
There are two options for cleaning the oven: baking soda and vinegar <b>or</b> commercial oven cleaner. If you choose to use an oven cleaner, follow the directions on the can, and make sure you have a window open.	

If using the baking soda/vinegar method, sprinkle baking soda liberally on the bottom and sides of oven. Spray with vinegar and soak for at least 15 minutes. A scrubber pad or metal spatula can be used to remove difficult spots. Use a rag with hot soapy water and rinse thoroughly. Rinse rags frequently during this process.

Spray oven racks with oven cleaner or baking soda mixture. Use a SOS pad to remove difficult stains. Use a rag to rinse thoroughly.

Cleaning spills as soon as they happen will make deep cleaning easier.

**Oven Drawer**

Should be free of crumbs and stains, both inside and out.

Remove items. Remove drawer. Clean inside and out with a rag and hot soapy water. Replace drawer. Be sure to get the tracks and sides clean as well as anything that has fallen behind the drawer onto the floor beneath the oven. Using a soapy rag clean the floor beneath the oven.

**Floor**

Should be shiny, smooth to the touch, and free of crumbs, dust, and grime.

Sweep floor entirely; use a vacuum hose attachment along the edges. Mop the floor using a multi-purpose cleaner paying particular attention to the corners and edges of the floor.

**Microwave**

Should be shiny, smooth to the touch, free of stains and splatters, and fresh smelling.

Using a microwave safe bowl, place about a cup of vinegar and water mixture in the microwave, and turn on high for 1 -2 minutes. Allow to sit for 1-2 minutes before opening microwave. Use caution when removing bowl, as liquid will be hot. Remove microwave plate and wash in the sink. Wipe all surfaces, inside and out, with a rag and hot soapy water. Be sure to wipe the top and sides of the unit and the shelf under the microwave.

**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.

If sticky, greasy residue remains, you can use a white Magic Eraser and a general cleaner to remove.

**Fridge and Freezer (INSIDE)**

Should be white, streak free, fresh smelling, and free of crumbs and sticky spots.

Remove all food items from the refrigerator. Clean with hot soapy rag from top to bottom, drying as you go. Use rubbing alcohol to shine glass shelves. Pay attention to corners, edges, and the rubber door seal. Pull drawers out to wash and dry. Wipe off all condiment bottles, cartons, etc. before placing back into the clean refrigerator.

<b>Refridgerator and Freezer (OUTSIDE)</b>	Should be white, streak free, and free of dirt.
<p>Clear off top; remove all stickers, tape, papers, and magnets. Wipe sides, front, handles, 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 grooves with a toothbrush, rinse, and dry. Replace vent cover.</p>	
<b>Wall</b>	Should be clean and free of grime and sticky-tack residue.
<p>Remove all belongings from the walls and wipe down with a hot soapy rag. A scrubber pad or Magic Eraser could be used to remove any sticky residue.</p>	
<b>Windows, Tracks, and Sills</b>	Should be clean, clear of streaks, mildew, and dust.
<p>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.</p>	
<b>Resident Trash Can</b>	Should be empty, fresh smelling, free of stains, and grime.
<p>Spray garbage can, inside and out, with disinfecting cleaner. Soak and then scrub away any residue or sticky spots. Rinse the surfaces and let dry.</p>	
<b>Heating Vents &amp; Wall heaters</b>	Should be white and free of dust and debris.
<p>Use a multi-purpose cleaner to wipe down the top, front, and sides. Use the vacuum hose to collect any dust in the vent.</p>	
<b>Light Switches &amp; Outlet Cover Plates</b>	Should be shiny and free of grime.
<p>Wipe down with multi-purpose cleaner; use a toothbrush or toothpick to get extra grime off around the edges and letters on the switch.</p>	
<b>Fan and Stove Hood</b>	Should be free of dust, grime, and grease.
<p>Wipe outside with a damp rag. Use a degreaser if necessary. Dawn dish soap cuts grease. Remove metal filter and soak in cleaner, wipe down and replace. Clean top and underside of hood.</p>	
<b>Dining Table, Island, Stools, and Chairs</b>	Should be smooth to the touch and free of sticky residue and dust.
<p>Wipe down the table top, and exterior surfaces (including the back) with a rag and multi-purpose cleaner. Be sure to dry surfaces with a dry rag.</p>	

Name:		Apartment Number:	
<b>Job 3</b>		<b>Returning Residents: PLEASE STORE ALL ITEMS ACCORDING TO THE STORAGE AGREEMENT FOUND ONLINE.</b>	
<b>Kitchen: Stove</b>			
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 and wall hangings and move furniture to it's original location.		
\$4	Walls should be clean and free of grime and stick residue.		
\$4	Dining table, island, stools and chairs should be smooth to the touch and free of sticky residue and		
\$10	Cabinets and drawer insides should be orderly and clean. The outsides should be white and free of		
\$12	Oven should be smooth to the touch, free of stains and burned on food spills.		
\$6	Oven drawer should be free of crumbs and stains both inside, out, and underneath.		
\$6	Stovetop and drip pans should be shiny and free of grease and black residue.		
\$6	Fan and stove hood should be free of dust, grime, and grease.		
\$2	Resident trash can should be empty, fresh smelling, free of grime and food residue.		
\$2	Light Switches and outlet cover plates should be shiny and free of grime.		
The stove and oven can be signed off by the "Last Person" here: _____			
\$20/bag	Take out all trash.		
<b>Please Circle:</b> Front Middle Back Bedroom Closest to Door Furthest from Door			
<b>Bedroom: Return beds to their original position with the foot of the bed facing the the closet.</b>			
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	Mattress should be fresh and free of stains or tears.		
\$2	Move furniture back to it's original position.		
\$4	Carpet should be completely vacuumed 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](http://SunriseVillageApts.com/CurrentResidents.php) If you do not register online or turn in your checkout envelope by Thursday, July 24th at Noon you will be charged a \$50 non-checkout fee.