

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.	

Bathroom 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.

Bathroom Item	Condition
Bathtub	Bathtub should be smooth to the touch, white, gleaming, and free of hair and soap-scum residue.
Using a spray bottle, spray the entire surface with white vinegar. Using the scrubbing pad or brush, scrub all surfaces of tub, paying special attention to the ring around the base and beneath the soap dish. Rinse completely with warm water.	
Shower Walls	Tile should be smooth to the touch, gleaming, and free of hair and soap-scum residue. The grout should be white, smooth, and free of mildew and mold.
Spray entire surface with white vinegar and scrub with a white nylon pad or soft brush. Pay special attention to the grout, using circular motions while scrubbing. If the grout is still moldy, use a Magic Eraser or use a bleach cleaner (Soft Scrub with bleach, Scrubbing Bubbles, etc.). Spray on and let soak for about 5-10 minutes; then scrub down with a toothbrush and rinse clean. Do not use any acid based cleaners.	
Shower Rod	Should be smooth, clean, and free of dust and mildew.
Wipe the top of the shower rod with a damp rag.	
Faucets & Chrome Fixtures (Bath & Sink)	Should be shiny, free of hard water buildup, and water spots.
Spray surface with vinegar and wipe clean with a rag. Do not use corrosive cleaners that will damage finishes. Where there is significant hard water buildup, lay a rag soaked in white vinegar over the area for a few minutes and then scrub. When clean, polish with a dry rag and rubbing alcohol.	
Sink and Vanity	Should be clean, smooth to the touch, and free of hard water residue.
Spray entire surface with white vinegar; wipe down with a hot and soapy rag. With stubborn spots, soak a rag with vinegar and lay over the area for a few minutes, then scrub with a scrubber pad.	
Cabinets, Drawers, Medicine Cabinets, and Under Sink	Should be smooth to the touch, orderly, and free of dust and grime.
Remove all belongings, and wipe shelves, drawers, and cabinet under the sink with hot, soapy water or multi-purpose cleaner. For the tops and outsides of hinges, scrub with vinegar until smooth and shiny.	

Mirrors	Should be shiny and free of dust and streaks.
Use rubbing alcohol and a clean dry rag to clean mirrors, with special attention to spots. Buff streaks until clear.	
Toilet	Should be white, gleaming, fresh smelling, and free of grime.
Spray disinfecting cleaner on outside surfaces of toilet, paying special attention to the base of the toilet. Spray cleaner (either disinfecting cleaner, white vinegar, or toilet bowl cleaner) inside toilet. Scrub until clean with a toilet brush and flush. For the ring on the inside, scrub with a pumice stone until gone.	
Floor	Should be shiny, smooth to the touch, free of hair, dust, and grime.
Sweep floor entirely; use a vacuum hose attachment along the edges. Mop the floor using a vinegar water solution and a mop. Be sure to get the edges of the floor. Where there is hard water residue, soak in vinegar and scrub with a scrubber brush or pad.	
Door and Threshold	Should be smooth, 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 toothpick to remove grime from doorknob ridges.	
Fan	Should be free of dust and grime. Must pass the paper test.
Wipe outside with a damp rag. There is no need to remove it from the ceiling	
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 remove extra grime from around the edges and letters on the switch.	
Walls	Should be clean, white, 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.	

Name:		Apartment Number:	
Job 5		Returning Residents: PLEASE STORE ALL ITEMS ACCORDING TO THE STORAGE AGREEMENT FOUND ONLINE.	
Bathroom & Vanity Area: Toilet			
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.		
\$6	Bathroom Walls should be clean, white, and free of grime, hair, and sticky residue.		
\$6	Vanity Area & Hallway Walls should be clean, white, and free of grime, hair, and sticky residue.		
\$2	Light switches and outlet cover plates should be shiny and free of grime.		
\$2	Fan should be free of dust and grime. Please do not remove from ceiling.		
\$4	Doors and thresholds should be smooth, free of fingerprints, scuff marks, and residue.		
\$4	Floorboards should be smooth, free of fingerprints, scuff marks, and residue.		
\$6	Ceiling should be clean and free of mildew.		
\$10	Toilet should be white, gleaming, fresh smelling, and free of grime.		
The Toilet can be signed off by the "Last Person" in the apartment here: _____			
\$4	Window tracks and sills should be clean, clear of streaks, and dust.		
\$6	Blinds should be smooth to the touch, white, and free of dust.		
\$20/bag	Take out all trash.		
Please Circle: Front Middle Back Bedroom Closest to Door Furthest from Door			
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	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 If you do not register online or turn in your checkout envelope by Thursday, 7-24 at Noon you will be charged a \$50 non-checkout fee.