CLEANING INSTRUCTIONS: TOWNHOUSES - STAYING

For more information on move out visit the Residence and Housing Move Out page at [Bit.ly/SFUMoveOut](http://Bit.ly/SFUMoveOut)

After your roommates have moved out and during the break there will be **TWO INSPECTIONS** which you must pass to avoid charges.

Even though you are staying in your Townhouse Unit, you are responsible for the following:

**AVOID CLEANING CHARGES**
- Throw all of your garbage and recyclables in the proper bins
- Our facilities staff will inspect all shared spaces between noon April 24th and 4:00PM April 26th, 2018
- They will take pictures of the shared spaces that have been left in an unclean or damaged condition and all occupants will be charged
- Our facilities staff will re-inspect all shared spaces starting at 10:00 AM on May 3rd, 2018
- Any damage or unclean conditions that occur between April 27th-May 3rd will be charged to in-room occupants

**YOUR RESPONSIBILITY**
Communicate with your roommates to accomplish all cleaning duties by 12PM/Noon on move out day

**BATHROOM**
- Remove all of your personal items and store them in your room until all new roommates have moved in

**STORAGE CLOSET (THIRD FLOOR)**
- Remove all of your personal items and store them in your room until all new roommates have moved in
- If a particular item must stay in the storage closet, please label the item with your name and room number

**LIVING ROOM**
- Remove personal items and store them in your room; label anything left; ensure everything is clean in the room

**AVOID CLEANING CHARGES**
- Clean sink and taps, bathtub and taps, and tiles (remove soap scum/stains/hair)
- Clean toilet, inside and out, with toilet bowl cleaner
- Wipe down counter
- Sweep and clean the floor

**KITCHEN**
- Leave cupboard space for new roommates
- Combine all of your items into a few cupboards (keeping your items together)
- Label the cupboard(s) and your items with your name and room number

**FRIDGE**
- Leave fridge space for your new roommates
- Combine all of your items into as small an area as possible [keep your items together]
- Label your items with your name and room number
- Clean the fridge

**EVERYONE’S RESPONSIBILITY**
(schedule time with your roommates to clean or coordinate a cleaning schedule)

**BATHROOM**
- Clean the stove thoroughly, inside and out
- Remove burners to clean underneath, put burners back by connecting prongs in the same location it was removed
- Place burner drip trays and chrome rings in oven
- Spray oven, burner drip trays, chrome rings, oven racks and broiler pans with oven cleaner [follow instructions/safety precautions on the can] - Wipe when ready
- Pull out stove and clean all outside surfaces of the stove, counters, floor, and walls
- Clean the hood fan
- Wipe off grease from all surfaces

**OTHER**
- Ensure that there is no writing on any walls or doors
- Clean under all furniture in the living room
- Clean and remove all items from the storage closet on the 3rd floor
- Remove all items from the balcony on the 3rd floor
- Ensure the entrance way and stairwells are clean and clutter free

**THE FRIDGE**
You and your roommates must clean the fridge.
- Wipe down the following surfaces:
  - Racks
  - Crisper bin
  - Drip tray
  - Door shelves
  - Door seal
  - Floor

**Note**: Any cleaning costs due to shared space cleanliness (fridge, bathroom, etc.) will be split amongst all townhouse residents.