CLEANING INSTRUCTIONS: TOWNHOUSES - STAYING

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

After your roommates have moved out and during the winter break
- Our facilities staff will inspect all shared spaces between noon December 18th and 4:00PM December 20th.
- They will take pictures of the shared spaces that have been left in an unclean or damaged condition.
- Our facilities staff will re-inspect all shared spaces starting at 10:00 AM on January 1st, 2018.
- Units will be cleaned to acceptable levels following each inspection and cleaning charges will be assessed to all occupants.

YOUR RESPONSIBILITY

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

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

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

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

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

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

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

BATHROOM (on your floor)
☐ Clean sink and taps, bathtub and taps, and tiles (remove soap scum/stains/hair)
☐ Clean toilet, inside and out, with toilet bowl cleaner

KITCHEN
☐ Remove all of your food from the cupboards
☐ Wipe to remove all food residue, grease, dirt, and dust
☐ Clean both sides of the cupboard doors
☐ Wipe down the kitchen walls
☐ Clean and remove all items from the pantry closet in the kitchen
☐ Sweep and wash linoleum floors (clean under the fridge and behind the stove)
☐ Make sure no garbage/recycling is left inside or outside of your townhouse unit

THE FRIDGE
Clean Fridge:
☐ Wipe down the following surfaces:
☐ Racks
☐ Crisper bin
☐ Drip tray
☐ Door shelves
☐ Door seal
☐ Floor

THE STOVE
Clean the stove thoroughly, inside and out.
☐ Lift and remove burners from stove top
☐ 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
☐ 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

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