

Riverton Community Housing

Cleaning and Housekeeping Guide

Whether you live in an apartment or townhome, use this cleaning guide to help keep your living space (reasonably) dirt free and healthy. Tailor the advice to your day-to-day cleaning, and use it as a checklist for the annual inspection:



Two Principles of Housekeeping

1. **Divide and conquer.** You will save both time and hard labor if you clean weekly and schedule tasks over the week—bathroom one day, bedroom one day, kitchen another.
2. **Wipe up a spill right away.** You'll save yourself both trouble and expense if you don't wait for a spill to congeal into a sticky or oily mess.

The 10-minute quick clean

1. **Make the bed.** Smooth out the sheets and blankets; straighten the comforter or bedspread and pillows. (No partitions allowed in the living room area)
2. **Empty the trash.** Toss garbage in the dumpster, down the trash chute, place cans and papers and other recyclables in the recycling bins. (if done regularly this can eliminate unwanted pests)
3. **Place your dirty laundry into a hamper or basket.** Big clue: if the hamper doesn't have enough room for everything, plan to do some laundry soon.
4. **Pick up clutter.** Recycle junk mail; pick up items just lying around. Put food away in kitchen cabinets or countertop in sealed containers.
5. **Wipe down.** Spray a little all-purpose cleaner onto a cloth or paper towels and wipe down washable surfaces.
6. **Sweep.** If you have a kitchen, bathroom, patio or balcony, sweep it.
7. **Vacuum.** First pick up paper clips, rubber bands, and bits of string that can clog the vacuum cleaner.

Tips for General Cleaning

Cleaning your Bedroom

This room should be used as a living space for furniture such as a mattress, box spring, dressers and other storage for clothing and personal items

Mattress/Box Springs

Every six months, clean both sides of a vinyl-covered mattress with a mild detergent and rotate it for more comfort and evenness. Wipe the frame clean. (If you see any sign of pests please contact office immediately).

Dressers/Drawers

Remove spills, stains, and adhesive shelf paper, then wipe with a damp cloth or sponge.

Cleaning your Living Room

This room should be used as a common area that should be used for communal purposes among roommates. Not to be used as a bedroom. No partitions/Curtains/Boxes/Blankets are allowed to separate or divide a room for any reason. Please allow at least 3 feet of space away from window wall to allow access to windows and /or heating systems



Furniture

Wash vinyl-covered chairs and sofa with a mild liquid detergent. Clean crevices and wipe dry. Remove the cushions and vacuum or wipe them with a damp sponge.

Wood tables, chairs, bookcases

Wash all surfaces with glass cleaner, all-purpose cleaner, or a damp rag; wipe dry. Apply furniture polish if needed.

Plastic top furniture

Wash with a mild liquid detergent and wipe dry.



Blinds

Wipe down or dust the blinds. If they are damaged they will be changed at time of inspection for which you will be charged. \$30 small \$50 large.

Window screens and window tracks

Wash the screen and frame with mild liquid detergent to remove dust and grease. If they are damaged you will be charged for repair or replacement.

Carpets/Carpet Cleaning

Vacuum regularly. Use a vacuum cleaner or borrow from a friend or neighbor if you don't own one. Remove stains as soon as possible with carpet cleaner solution. You may request a carpet cleaning for high traffic areas after 2 years of occupancy at no cost. Before you vacuum, pick up items—for instance, paper clips, push pins, string, rubber bands, coins, and hairpins—that can break the belt. Empty the vacuum bag when needed.

Be careful when using bleach or other chemicals near your carpet.

Spilling bleach on a carpet will ruin it, and you will be billed for its full replacement.



Windows/glass doors

Wash with a solution of ammonia and water or with a glass cleaner such as Windex. Use a squeegee to remove the solution and wipe dry with soft paper towels or newspaper. Wash during the daylight hours; streaks are hard to see under artificial light.

Walls, baseboards

Dust walls and baseboards to remove cobwebs and loose dirt. Wipe down walls using an all-purpose cleaner and hot water solution; towel dry. Do not disturb ceilings.

Air and Heating Vents

Dust and wash off with a damp sponge, then wipe dry.

Doors

Wash sides, doorknobs, and frames with a mild cleaning solution.

Closets

Wash shelves, walls, and doors with a mild cleaning solution and wipe dry. Remove all shelf paper.

Stairs (townhomes)

Use a whisk broom or vacuum the stairs and treads, then wash with a medium-strength cleaning solution. Wash wooden rails glass cleaner, all-purpose cleaner, or a damp rag; wipe dry.

Walls

Wash with a mild cleaning solution. Use a cleaner such as Formula 409 on black marks or heavy grease; rinse. Wash walls from the top down to avoid streaking. Wash baseboards. Do not use adhesive or masking tape on walls; it will damage the paint. For spot removal, use Mr. Cleans Magic Eraser.



Patios/balconies

Remove personal articles from front and rear patios and balconies; sweep and damp mop. Remove any grills or other hazardous items as these are not allowed to be stored in this area. No fencing or other attachments are allowed on balconies

Cleaning Your Kitchen



Sink, splashboard, metal molding, disposal, and chrome fixtures

Remove food particles from the sink. Wash it with a non-abrasive cleanser or cleaning solution. Rinse well and wipe dry to avoid spotting or residue. Do not use steel wool pads on the sink; they will scratch and discolor the porcelain.

Countertops

Wipe counters with mild soap and water solution using a clean cloth or sponge and dry towel.

Bread/cutting board

Wash with a mild soap and water solution. Use lemon juice to remove stains and odors. **Stove** Wash the top, underside of top, sides, front, control panel, drip pan, and oven drawer with a non-abrasive sponge and cleaning solution to remove grease and marks. Use a non-abrasive sponge and cleanser to remove residue from the drip pans, underneath,. Scrubbing sponges will damage the finish.

Oven

If you use chemical cleaners on the oven racks, first remove them from the oven and carefully follow directions on the container. Do not spill the cleaner; it will damage chrome, enamel, and flooring.

(***Wear gloves and mask if needed.***)



Stovetop/Hood/Filters

Wash the stovetop and hood with a cleaning solution/degreaser. **Pull the top up and clean under it as well.** Food particles will be found there. Remove and wash filters with hot, sudsy water or soak overnight in an ammonia solution. Rinse, air dry, and reinstall. Remove any aluminum, plastic cover or anything else flammable from the stovetop, hood, backsplash as this is a fire hazard.



Trash/recycling containers

To avoid pest problems such as ants, be sure to empty your trash and recycling containers frequently and wipe them out.

Refrigerator and Freezer

Wash inside walls, racks, vegetable drawers, crisper top, and door gasket (the rubber strip around the door). Wash the outside walls with mild detergent or baking soda solution, rinse thoroughly, and wipe dry. Do not overstuff your freezer as this can cause it to malfunction. Your freezer needs proper air flow for it to function correctly. If you have a freezer that needs defrosting, do not use sharp objects, hair dryers, or other heating elements to loosen ice. Leave the refrigerator on a low setting after cleaning, and close the door.

Cabinets

Wash inside, outside, and around the handles with a mild detergent solution. For sticky or greasy spots, use a grease-cutting solution; be careful not to scrub off the paint.

Drawers

Empty completely and wipe out with a damp cloth. Remove shelf paper and wash sticky spots. Use an adhesive remover such as Goof Off if the shelf paper leaves a sticky residue.

Wood

Wash with Murphy's Oil Soap and dry. Do not use furniture polish.

Paint and metal surfaces

Wash with mild detergent and dry.

Linoleum or tile floors

Sweep first. Use a sponge mop with cleaning solution, and rinse the floor to avoid streaking. Use Formula 409 on a double-sided scrub sponge to remove black marks and excessive grease and dirt.



Cleaning Your Bathroom



Sink and tub

Open windows to ventilate. Wash the tub, tile, sink, chrome fixtures, toothbrush holder, and soap dish with a strong detergent solution. Rinse well and wipe dry to avoid spotting and residue. If you have allowed soap scum, mold, or mildew to build up on the bath tile—preventable with weekly cleaning—you probably will need to use a soap scum cleaner and stiff brush or scrubber to remove it from the tile grout.

Note: If you have a fiberglass shower or tub, please use a non-abrasive cleanser and a tile-and-grout cleaning spray.

Toilet

Use a toilet bowl cleaner and brush. Flush the toilet and rinse the bowl to remove excess cleaner. For outer surfaces, squirt a small amount of cleaner on a damp sponge or rag and wipe off the top and side of the tank, handle, seat (both sides), behind and under the seat hinge, and the outer surface of the bowl.

Faucets

Use a soft sponge or rag to wipe off faucets. Do not use a scrubbing sponge; it will scratch the finish.

Countertops and ledges

Use a damp sponge to wipe down counters.

Mirrors/Windows/Glass

Spray with a glass cleaner and wipe with a paper towel.

Stickers/Adhesives

Remove them with rubbing alcohol or cleaning solution.



Floors

Sweep first. Use a sponge mop with a cleaning solution to clean the floor. **If floors are really greasy or dirty you may want to soak floor with hot soapy water and use scrub brush then use mop.**

Walls, doors, knobs and ceilings

Look for drips and handprints on doors and walls. Wipe with a sponge dampened with water. Use a small amount of cleaner if necessary. Wipe off mold and mildew spots with a damp sponge. **(For mildew or black or discolored areas you may want to use a bathroom tile cleaner with bleach.)**

Cleaning: What Products to Use and Where

Most products are available at any grocery, hardware, Target or Walmart store

For your	Use a	Such as	With
Sink and tub	Spray cleaner	<ul style="list-style-type: none"> Lysol Basin Tub & Tile Cleaner Scrubbing Bubbles 	Scrub sponge 
Toilet bowl	Toilet bowl cleaner	<ul style="list-style-type: none"> Lysol Toilet Bowl Cleaner Scrubbing Bubbles 	Toilet bowl brush 
Faucets, mirrors, windows	Spray glass cleaner	<ul style="list-style-type: none"> Windex Formula 409 	Clean cloths, paper towels 
Light fixtures, window screens, floors, walls, cupboards, countertops, trash cans	All-purpose cleaner	<ul style="list-style-type: none"> Clorox all-purpose cleaner Formula 409 	Sponge, clean cloths, mop 
Vent fan, filters, refrigerator	All-purpose cleaner	<ul style="list-style-type: none"> Mr. Clean Formula 409 	Scrub sponge, plastic scour pad 
White enamel on stoves, stove hoods, stove top	Dishwashing soap, degreaser	<ul style="list-style-type: none"> Natural Dish Liquid Ivory Formula 409 	Scrub sponge, plastic scour pad 
Disinfecting bathroom, kitchen, trash cans	Disinfectant	<ul style="list-style-type: none"> Lysol disinfectant spray Clorox Wipes 	Scrub sponge 
Removing mildew in bathroom or kitchen	Mildew remover	<ul style="list-style-type: none"> Bleach Lime Away Tilex 	Scrub sponge, brush  
Oven racks (out of oven)	Oven cleaner; Cleanser	<ul style="list-style-type: none"> SOS oven-cleaning pads Comet Ajax 	Sponge, wire 