

# Monthly House Cleaning Assignments

## Alpine Court Apartments

**DATE:** \_\_\_\_\_

**TIME:** \_\_\_\_\_

**APT #** \_\_\_\_\_

\*The person who is alone in their bedroom will always need to complete item A on first and second person assignments, but should rotate other cleaning assignments with tenants.

### 1<sup>st</sup> Person:

- A. Clean Bedroom
  - 1. Remove all trash
  - 2. Wash finger marks off walls
  - 3. Dust baseboards
  - 4. Dust Furniture & door inside & out.
- B. Defrost Freezer & wipe out.
- C. Clean Refrigerator
  - 1. Discard old items
  - 2. Wipe down (inside & out) & wash shelves & bins.
  - 3. Wipe out rubber seals on doors.
- D. Wipe down front of dishwasher inside & out of door.
- E. Wipe down cupboard doors & drawer fronts in kitchen.
- F. Clean living room and hallway
  - 1. Dust-furniture.
  - 2. Vacuum
  - 3. Clean baseboards, walls, door frames, light switches & light covers.
  - 4. Clean windows, tracks, sills, & blinds.
  - 5. Clean under couch cushions removing all trash and dirt.
  - 6. Clean vents.

### 2<sup>nd</sup> Person:

- A. Clean Bedroom
  - 1. Clean window, tracks, sills & blinds.
  - 2. Vacuum
  - 3. Wipe down light switches & outlet covers.
- B. Clean stove and oven
  - 1. Clean around burners & clean drip pans.
  - 2. Lift range top & clean under burners; wipe all areas.
  - 3. Use automatic oven cleaning function; wipe out residue when finished; scrub oven racks. (Make sure it is not cooking when checked.)
  - 4. Clean & wipe control knobs & front door.

### 2<sup>nd</sup> Person Continued...

- 5. Remove bottom drawer: wipe out drawer and clean floor underneath.
- 6. Clean range hood- top and underneath. (where applicable)
- C. Mop Kitchen Floor
  - 1. Make sure all spots and marks are removed.
  - 2. Wipe down baseboards
- D. Clean kitchen counters, backsplashes, sink, light switches, & outlet covers.
- E. Clean microwave (inside & out).
- F. Clean window, tracks, sills, & blinds in kitchen.

### 3<sup>rd</sup> Person:

- A. Clean bedroom
  - Complete item A on 1<sup>st</sup> & 2<sup>nd</sup> person assignments.
- B. Clean Bathroom
  - 1. Scrub tub & toilet (inside, out, around bas & on floor).
  - 2. Use Shower Power or Tilex on shower walls & doors.
  - 3. Clean ceiling, walls, window (if there is one), vents, light fixtures, curtain & door to remove any marks or mold.
  - 4. Clean door, & frame.
  - 5. Mop bathroom floor with cleaner.
- C. Clean vanity area
  - a. Scrub sinks with cleaner.
  - b. Polish and shine mirrors, towel racks, and T.P. fixtures.
  - c. Clean light fixtures, & ceiling vents.
  - d. Clean outlet & switch covers.
- D. Clean out furnace room.
- E. Clean & sweep patio & front door areas.
- F. Clean front door (inside & out) & entry way.
- G. Clean kitchen table & chairs.