

# CLEANING INSTRUCTIONS

## ASSEMBLE YOUR CLEANING MATERIALS

You will need the following items for cleaning. They can be acquired at any grocery store. *Note:* cleaning products should not be stored on counter areas as products may leave stains over time.

- Multipurpose household cleaner
  - Follow the [CDC recommendations for effective disinfectants](#)
  - **DO NOT MIX BLEACH WITH ANYTHING OTHER THAN WATER**
- Toilet bowl brush
- Sponges/cloths/rags
- Glass cleaner
- Broom and dustpan
- Mop (or rags) and bucket

## DUST AND SWEEP

- Use a duster or damp rag to remove dust from all surfaces including the back of the toilet and sink in bathroom, around appliances in the kitchen, and all items in shared and bedroom areas.
- Then use a broom to sweep floor surfaces that are not carpet and put all swept items in the trash.

## SCRUB THE TOILET

- Apply the multipurpose cleaner to the inside of the toilet bowl and let sit for 3-5 minutes and then scrub with toilet brush and flush. Repeat if necessary.
- Spray multipurpose bathroom cleaner on and under the seat of the toilet, the lid and all around the toilet itself. Use a sponge or a cloth to wipe and remove all stains and discoloration.

## CLEAN THE SHOWER

- For shower cleaning, use a multipurpose bathroom cleaner and apply to shower walls, door and floor. Wait 15 to 30 minutes, then scrub off with a sponge and rinse. For the shower door, repeat the process until it is clear. Remove all hair from the drain area.
- The bottom of the shower should be scrubbed free of any white, pink or black coloring, taking care not to damage the caulking.

## EMPTY ALL TRASH AND RECYCLE

- Gather all your trash together and put the recycling in a separate bag.
- Take out trash and recycle items and place them **INSIDE** the correct bins outside your apartment.

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## MOP ALL NON-CARPETED FLOORS

- Fill a bucket with cleaning solution and water. Place the mop (or rag) in the bucket and then remove it and squeeze the excess water from the mop (or rag) into the bucket.
- Pull the mop (or rag) across the floor and rinse the mop (or rag) in the bucket as needed.
- Allow the floor to dry and dump the water from the bucket into the shower or sink and rinse the mop (or rag).

## CLEAN ALL SINK, COUNTER, AND MIRROR SURFACES

- Apply the multipurpose cleaner to the sink and the counter area. Scrub off all dirt, hair, food, sticky residues or substances and wipe clean with a sponge. Rinse with clean water.
- Apply glass cleaner to the mirrors and wipe off with rag, cloth or paper towel.

## REMOVE ALL ORGANIC GROWTH

During the weather shift from hot to cold and vice-versa, it is normal to notice organic growth begin in the bathroom, shower, sink, laundry washer machines, external facing walls, and window sill areas. If you notice organic growth, use any household cleaner to:

- spray the affected area. Let the spray sit for up to 30 minutes. Wipe clean after 30 minutes. If organic growth remains, repeat the process until all growth is eliminated.

To prevent more growth:

- Ensure that the bathroom fan is on until all moisture has dissipated
- Keep heat in your units to a minimum
- and Do not open windows during damp or rainy weather conditions.

For more information on organic growth, you can find our full policy [here](#).

## TIPS FOR CLEANING

- Cleaning every day is critical to help stop the spread of Covid-19. This will help reduce the accumulation of dirt and will help the cleaning to go quicker.
- Use a squeegee to wipe down the shower and (if applicable) the window in your shower after each use to slow down the buildup of soap residue and organic growth.
- Wipe down high touch areas like door handles and counter tops frequently.
- Rotate when you deep clean items- e.g. clean every week, but deep clean the shower and toilet one week and the kitchen spaces on the other so you minimize the amount of time all at once.

## REMEMBER: DO NOT MIX THESE

- Bleach + Ammonia
  - Bleach + Rubbing Alcohol
  - Bleach + Vinegar
  - Hydrogen Peroxide + Vinegar
- Mixing these common household cleaning products can cause toxic gasses and can burn eyes and skin. Make sure to read the cleaning solution ingredient and when in doubt, wipe space to be cleaned down with water before using another cleaning solution.