

Heather Heights Cleaning Assignment #1

Name _____ Unit # _____ Bedroom Location _____

Living Room/Hall

- Walls – Wipe down all walls to remove smudges, adhesive tape/etc. Remove all hooks, nails, screws, etc. Wipe down all plugs and light switches.
- Baseboards – move all furniture and wipe down all baseboards to remove dust and any spills/dirt/grime.
- Dust – Dust all furniture in living room. Use cleaner such as Pledge on wood. Dust fireplace ledge. Dust lamp shades.
- Patio / patio door/window – windex glass doors inside and out. Dust blinds on window. Remove all belongings from balcony and sweep clean. Wipe down sliding door tracks. Sweep any cobwebs on wall/ceiling. If window only, clean blinds and window sill
- Vents – dust air vents in ceiling/walls. Use brush on vacuum or broom to remove dust.
- Couch – remove cushions, if removable, and vacuum or clean all garbage/items. Do not use cleaning products on leather. A damp rag will suffice.
- Floors – vacuum all carpet including under and behind furniture. Use broom or nozzle on vacuum to clean carpet near baseboards.
- Front door – wipe down inside of door, especially around handle and lock. Wipe down outside of door. Wipe down all door moldings.
- Floor – wipe down entry floor removing all dirt/scuff marks. Getting on hand and knees with a rag works best.
- Closet – remove all personal belongings and wipe down shelf and vacuum carpet.
- Dust light fixtures in hall and kitchen. Replace any burned out light bulbs. Check smoke detector for operation.

Kitchen

- Kitchen floor – mop floor removing any scuff marks, spills, etc. Be sure to clean edges well leaving no grime, especially under cabinet ledge. Move fridge and stove and clean floor under them.
- Kitchen window – clean window glass, window tracks and window sill. Wipe down blinds removing all dust/buildup.
- Kitchen table and chairs – wipe down table removing all grime. Wipe chairs including seat between rungs. Wipe down table and chair legs.
- Remove any trash from kitchen.

Bedroom

- Bedroom Walls – Wipe down all walls to remove smudges, adhesive tape/etc. Remove all hooks, nails, screws, etc. Wipe down all plugs and light switches.
- Baseboards – wipe down all baseboards to remove dust and any spills/dirt/grime.
- Remove any cinderblocks.
- Door – wipe down inside of door, especially around handle and lock. Wipe down outside of door. Wipe down all door moldings.
- Vents – dust air vents in ceiling/walls. Use brush on vacuum or broom to remove dust.
- Furniture – Dust all furniture. Use cleaner such as Pledge on wood. Dust lamp shades. Wipe out or vacuum all drawers in dresser, night stand, desk. Wipe down chair including legs.
- Window – wash inside of windows. Vacuum or wipe down window tracks and window sills.
- Blinds – Dust, clean any spills, etc each blind.
- Floors – vacuum all carpet including under and behind furniture. Use broom or nozzle on vacuum to clean carpet near baseboards.

Please remember that you are responsible for the overall cleanliness of your condo. All charges for damages and/or cleaning will be assessed to your account and deducted from your deposit. Cleaning charges will be billed to the resident at the rate of \$25/hour with a minimum charge of \$25. All personal belongings must be removed at check-out time. A fee will be charged for removal.

Signature _____ Date _____

Heather Heights Cleaning Assignment #2

Name _____ Unit # _____ Bedroom Location _____

Kitchen

- Stove/Oven – clean all burned food and grease from inside oven, including racks. Use self-clean feature if available or an oven cleaner. Wipe after oven has cooled and cleaned. Exterior – clean tops of burner /drip pans/lift up range top and clean under pans. Pans cannot be covered in tin foil to pass. Must be cleaned or replaced with correct size/style. Sides – pull oven from counter and wipe down all grease/food/dust. Plan ahead to clean inside of oven.
- Range Hood – if applicable, degrease filters under hood and on top of hood.
- Microwave – clean inside and out. Do not use an abrasive cleaner – it will scratch.
- Countertops – wipe down all counter tops removing all personal items. Leave no greasy spots.
- Cabinets - remove all items and wipe down shelves. Wipe down/degrease cabinet fronts. Use old toothbrush if necessary to de-grime cabinet fronts/crevices. Product like Murphy's Oil Soap is great. Be sure to clean out cabinet under kitchen sink.

Bathroom

- Toilet – remove all stains inside bowl. Clean exterior surfaces including base and tank.
- Bathroom Walls/vent – Wipe down all walls to remove smudges, adhesive tape/etc. Remove all hooks, nails, screws, etc. Wipe down all plugs and light switches. Dust air vent /fan in ceiling. Use brush on vacuum or broom to remove dust.
- Bathroom Baseboards/floor – wipe down all baseboards to remove dust and any spills/dirt/grime especially behind toilet. Wipe down bathroom floor especially in corners. Leave no hair/grime behind.

Bedroom

- Bedroom Walls – Wipe down all walls to remove smudges, adhesive tape/etc. Remove all hooks, nails, screws, etc. Wipe down all plugs and light switches.
- Baseboards – wipe down all baseboards to remove dust and any spills/dirt/grime.
- Remove any cinderblocks.
- Door – wipe down inside of door, especially around handle and lock. Wipe down outside of door. Wipe down all door moldings.
- Vents – dust air vents in ceiling/walls. Use brush on vacuum or broom to remove dust.
- Furniture – Dust all furniture. Use cleaner such as Pledge on wood. Dust lamp shades. Wipe out or vacuum all drawers in dresser, night stand desk. Wipe down chair including legs.
- Window – wash inside of windows. Vacuum or wipe down window tracks and window sills.
- Blinds – Dust, clean any spills, etc each blind.
- Floors – vacuum all carpet including under and behind furniture. Use broom or nozzle on vacuum to clean carpet near baseboards.

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Heather Heights Cleaning Assignment #3

Name _____ Unit # _____ Bedroom Location _____

Kitchen

- Scour sink. Remove any stains and or buildup. Clean rubber gasket for disposal and strainer cup. Clean and polish chrome especially around base of faucet. Remove any hard water stains.
- Dishwasher – Wipe down front of dishwasher. Open and wipe down edges and sides. Remove all dishes from machine.
- Fridge – Wipe down outside including sides and top of fridge. Remove all belongings. Wipe away all food/stains from inside fridge. Clean under all shelves and drawers. Clean with warm soapy water. Wipe down handle.
- Walls – Wipe down all walls to remove smudges, adhesive tape/etc. Remove all hooks, nails, screws, etc. Wipe down all plugs and light switches.
- Baseboards – wipe down all baseboards to remove dust and any spills/dirt/grime – this includes behind stove and fridge.

Bathroom

- Sink – clean all grime/soap scum from bowl and fixtures. Wipe down counter top. Wipe out cabinet and drawers leaving nothing behind. Wipe down sides of cabinet by toilet.
- Mirror /light fixture – clean mirror and leave no streaks. Dust light fixture. Replace all burned out light bulbs. (\$5/bulb if not done)
- Tub/Shower – remove soap scum and hard water from walls/tub floor. Clean and polish chrome. Clean doors and door runners. Using a scrub brush and products like Lime Away on hard water work great. Be careful not to get on carpet or clothes. Wipe down any mildew build-up on ceiling. Wipe down vent fan in ceiling.
- Laundry area – wipe down laundry machines. Remove lint from dryer. Wipe down lint/grime around machines (floor and walls). Remove all personal belonging. Wipe down shelves above machines.

Bedroom

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- Remove any cinderblocks.
- Door – wipe down inside of door, especially around handle and lock. Wipe down outside of door. Wipe down all door moldings.
- Vents – dust air vents in ceiling/walls. Use brush on vacuum or broom to remove dust.
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