

BYU Residence Life Cleaning Document: Heritage

Cleaning Items to Use	Cleaning Items NOT to Use
<p>The following supplies should be used in cleaning your apartment. Please see the detailed instructions sheet which further outlines the appropriate use of these products.</p> <p>Broom and Dustpan (found in your kitchen) Mop and Bucket (found in your kitchen) Soft Scrub Gel (sinks and shower enclosures) White Scotch Brite Pads 409, Lysol, or Pine-Sol Lysol or Comet Toilet Bowl Cleaner (toilets only) Brillo/SOS Pads (stove top drip pans only)</p>	<p>Do not use the supplies listed below because they may damage the fixtures, granite, or appliances in your apartment. You will be charged for damages if you use them.</p> <p>Acidic Cleansers (e.g. Liquid Comet) Abrasives (e.g. Comet Powder) Ammonia Drain Cleaners (Drano, Liquid-plumr, etc.) Floor Wax Green Scotch Brite Pads Lime Away Oven Cleaner</p>

Shared Cleaning Items

You may also use the upright vacuum, the Mighty Mite canister vacuum, and the Doodlebug scrubber (for shower enclosures), from the B closet in the 100 wing of your floor at any time. Please return shared items when you are done so others can use them.

Upright Vacuum	Mighty Mite	Doodle Bug
		

Bathrooms

Walls and Ceiling (Supplies needed: all-purpose cleaner, rag, Mighty Mite)

- Ceiling: Wipe off any mildew (black or yellow areas) that might have accumulated. To remove mildew from the ceiling easily, wait until after a shower when the ceiling is steamed over then use cleaner and a rag.
- Fan/Vent: Remove buildup, dust, etc. from the cover using Mighty Mite and damp rag. Do NOT remove cover or reach inside to clean fan blades.
- Towel Hooks, Shelf, Toilet Paper Dispenser, Light Switch Plates, and Outlet Covers: Wipe off any dust, spots, etc. with an all-purpose cleaner.
- Walls: Spot clean walls with water and a rag (mixed with liquid dish soap if necessary). Check near baseboards, near garbage cans, around sinks, and around the toilet for dirt and splatters. Use the broom to get cobwebs out of high corners.
- Light Fixtures: Gently dust around light fixtures.

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Door and Frame (Supplies needed: all-purpose cleaner, rag)

- Door and Door Frame: Wipe away any splatters, buildup, dust, etc.
- Make sure to remove the dust that accumulates on the hinges and between the door and frame.

Toilet (Supplies needed: all-purpose cleaner, toilet brush, rag)

- Bowl: Spray with cleaner & scrub with brush to remove anything that is not white.
- Toilet Seat: Lysol and wipe away all spots, buildup, etc. on the top, the sides, and underneath.
- Hinge Area: Wipe away all buildup with cleaner and a rag. To check if the hinge area is clean, raise the seat and look underneath.
- Base and Bolts: Remove all dirt, hair, and other buildup with cleaner and a rag.
- Tank: Wipe away any dust or splatters that accumulate on the top and all sides of the tank and handle.

Shower (Supplies needed: Soft Scrub Gel, white Scotch Brite pad, Doodlebug with white pad)

- Shower Curtain: Put in washing machine with a load of like-colored towels or rags; wash with laundry detergent on bright colors cycle and hang to dry.
- Shower Curtain Rod: While curtain is in laundry, wipe down the curtain rod with a small dot of Soft Scrub Gel on the white Scotch Brite pad.
- Walls and Floor: Scrub away all spots, buildup, etc. with Soft Scrub Gel.
- Drain, Handle, and Shower Head: Scrub away all buildup with Soft Scrub Gel.
- Shower Enclosure: Rinse all cleaner residue.

Sink and Countertop (Supplies needed: all-purpose cleaner, white Scotch Brite pad, damp rag)

- Sinks) and Countertop: Scrub away all hard water buildup, spots, smears, etc.
- Faucet, sink plug, extra drain: Remove all hard water buildup or white film. To get stubborn hard water and white film off, spray with cleaner and let sit two minutes, then scrape off with an old credit card or spoon.
- Pipes: If there are exposed pipes underneath the sink, dust them off with a damp rag.

Mirror (Supplies needed: glass cleaner, paper towel or newspaper)

- Remove all smudges, smears, etc.

Floor (Supplies needed: bucket, rag, mop, scrub brush, Pine-Sol with warm water, white Scotch Brite pad)

- You are responsible to clean under furnishings; DO NOT MOVE APPLIANCES OR FIXTURES.
- Loose debris: Sweep floor thoroughly, around and behind everything.
- Scuffmarks: Rub off with a dry rag. If you have trouble removing black scuff marks, use 409 or a tennis ball.
- Mopping: Remove all dirt, spills, splashes, grime, and other marks.
- Edges, Corners, and Baseboards: Scrub off all dirt, grime, marks, and buildup with a scrub brush or white Scotch Brite pad. Get right up against and around all cabinetry and fixtures.
- Rinsing: Remove all cleaner residue from floor and baseboards.
- DO NOT USE A GREEN SCOTCH BRITE PAD, ABRASIVE CLEANERS, OR OTHER CHEMICALS.

Garbage Can (Supplies needed: all-purpose cleaner, paper towels, rag)

- Inside and Outside: Scrub, rinse, and partially dry, then turn upside down to finish drying.
- THE GARBAGE CAN MUST BE EMPTY FOR CLEANING INSPECTION (no bag, either).

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Entryway & Hall

Walls and Ceiling (Supplies needed: damp rag, all-purpose cleaner, rag, broom, Mighty Mite)

- Remove Spots: Spot clean with water (mixed with liquid dish soap if necessary).
- Check near baseboards, near garbage cans, and around any furniture next to the wall for dirt or splatters.
- Use the broom to get cobwebs out of high corners.
- Vents: Remove dust buildup by vacuuming with the Mighty Mite's brush attachment or damp rag.
- Light Switch Plates, Outlet Covers: Dampen rag with cleaner and wipe down.
- Light Fixtures: Gently dust around light fixtures.
- **DO NOT REMOVE OR TRY TO CLEAN LIGHT FIXTURE COVERS**

Door and Frame (Supplies needed: all-purpose cleaner, rag)

- Door: Wipe away any splatters, buildup, etc.
- Door Frame: Wipe away splatters, dust, etc.
- Make sure to remove the dust that accumulates on the hinges and between the door and frame.

Entryway Duties (Supplies needed: damp rag)

- Card Reader: Wipe off both sides of the card reader with a damp rag.
- Room Plate: Wipe off the sign with your apartment number in front of your apartment
- Corkboard: Remove old flyers and tape from the small bulletin board in front of your apartment.

Sink and Countertop (Supplies needed: all-purpose cleaner, white Scotch Brite pad, damp rag)

- Sink and Countertop: Scrub away all hard water buildup, spots, smears, etc.
- Faucet, sink plug, extra drain: Remove all hard water buildup or white film. To get stubborn hard water and white film off, spray with cleaner and let sit two minutes, then scrape off with an old credit card or spoon.
- Pipes: If there are exposed pipes underneath the sink, dust them off with a damp rag.

Shelves (Supplies needed: all-purpose cleaner, rag)

- Straighten items and dust shelves, wiping away any splatters or residue.
- All apartments have shelves in the vanity area. If your apartment has shelves in the entryway, dust these as well.

Mirror (Supplies needed: glass cleaner, paper towel or newspaper)

- Remove all smudges, smears, etc.

Linen Closet (Supplies needed: all-purpose cleaner, rag)

- Inside: Straighten closet and dust shelves.
- Inside: Wipe down door, hinges, shelves, and doorframe with diluted Pine-Sol or Lysol.
- Outside: Wipe off any dirt, dust, splatters, etc.

Storage Closet (Supplies needed: all-purpose cleaner, rag)

- Inside: Straighten items, remove any junk that might have accumulated, and anything that might be causing odors.
- Inside: Sweep floor, wipe up any spills or dirt. Vacuum area if carpeted.

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Storage Closet (Supplies needed: all-purpose cleaner, rag)

- Inside: Wipe down door, hinges, and doorframe with diluted Pine-Sol or Lysol.
- Outside: Wipe off any dirt, dust, and splatters.

Carpet (Supplies needed: Mighty Mite and upright vacuum)

- Edges: Vacuum away all dust buildup using the Mighty Mite.
- Vacuum the rest of the floor using the upright vacuum.

Kitchen

Walls and Ceiling (Supplies needed: all-purpose cleaner, rag, broom, Mighty Mite)

- Remove Spots: Spot clean with water (mixed with liquid dish soap if necessary).
- Check near baseboards, near garbage cans, and around any furniture next to the wall for dirt or splatters.
- Use the broom to get cobwebs out of high corners.
- Vents: Remove dust buildup by vacuuming with the Mighty Mite's brush attachment or damp rag.
- Light Switch Plates, Outlet Covers, and Utility Box: Dampen rag with cleaner and wipe down.
- Light Fixtures: Gently dust around light fixtures.
- **DO NOT REMOVE OR TRY TO CLEAN LIGHT FIXTURE COVERS.**

Door and Frame (Supplies needed: all-purpose cleaner, rag)

- Door: Wipe away any splatters, buildup, etc.
- Door Frame: Wipe away splatters, dust, etc.
- Make sure to remove the dust that accumulates on the hinges and between the door and frame.

Refrigerator and Freezer (Supplies needed: All- purpose cleaner, rag, white Scotch Brite pad)

- **DO NOT PULL FRIDGE OUT FROM WALL.**
- Inside and Outside: Wipe away any crumbs, spills, splatters, or other messes (including on the top).
- Drawers and Compartments in Doors: Pull out completely. Wipe away any spills from inside, underneath, and behind.
- Shelves: Wipe away any spills, crumbs, and other messes. Use warm water, not hot water. Hot water can crack the shelving.
- Rubber Gasket: Wipe out any crumbs (softly use a butter knife wrapped inside a rag or a paper towel).

Microwave (Supplies needed: 409, glass cleaner, rag or paper towel)

- Control panel: Spray 409 onto rag, wipe away splatters, smudges, etc.
- Outside: Wipe all grease, dust, etc. off the outside of microwave on top, front, and sides.
- Underneath: Wipe all grease, dust, etc. off counter beneath microwave.
- Inside: Wipe away any splatters (including the top of the inside and inside the door). Loosen greasy build-up inside by heating a bowl of water for 1-2 minutes. Wipe out completely.
- Wipe off all residue from cleaners with a clean, damp rag.
- Dry inside with a towel.
- Wash and rinse glass turntable carefully by hand with warm, soapy water.

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Dishwasher (Supplies needed: all-purpose cleaner, vinegar or lemon juice, rag)

- **START 2 HOURS BEFORE CLEANING INSPECTION**
- Empty dishwasher.
- Remove any fallen silverware and food from bottom of dishwasher.
- Run dishwasher empty: Pour vinegar or lemon juice in only one of the compartments, run cycle w/ No Heat Dry.
- Inside of door: Wipe away any dirt, smudges, splatters, etc. Be careful to wipe all areas where the door comes in contact with the rest of the dishwasher.
- Outside of door: Use all-purpose cleaner to clean outside and all edges of the front panel and under handle. Remember to also clean the crevice where the door hinges.
- **THE DISHWASHER MUST BE EMPTY FOR CLEANING INSPECTION.**

Stove (Supplies needed: white Scotch Brite pad, SOS pad, 409)

- PLEASE NOTE: Coils do come off. When coils are cool, lift each burner coil about 1 inch and gently pull out before removing drip pans
- Drip pans, temperature knobs, and racks: Remove buildup, grease, food, etc. Soak in hot, soapy water to loosen buildup.
- Stove top, under drip pans: Lift cooking surface, locking it into place with two side supporters, and scrub/wipe away all spills and crumbs with 409.
- Control panel and stovetop: Wipe away all buildup and grease using 409.
- Bottom Drawer: Remove all items from the drawer and clean drawer with 409, wiping out all the crumbs.
- Rinsing: Wipe away all cleaning residue and dry as best as possible.
- Leave rings and drip pans out of the stove until after cleaning inspection

Hood (Supplies needed: white Scotch Brite pad, 409, old credit card)

- Remove vent under hood and spray the outside with 409, then rinse thoroughly and replace.
- Use 409 and a white Scotch Brite pad to clean the entire hood surface. Use an old credit card like a razor to scrape off cooked-on grease.

Oven (Supplies needed: rag and warm water)

- **START THIS PROCESS 24 HOURS BEFORE YOUR INSPECTION**
- Make sure that the racks are removed from the oven. DO NOT put drip pans and rings in the oven during the Self Clean cycle.
- Check that the oven light cover is in place, and that the light is turned off.
- Wipe out (don't scrub) the inside and outside of the oven to remove all large spills and other debris.
- Lock the oven door - verify that the lock has engaged and the door won't open. The door will not lock if the oven is too hot.
- Set the oven to SELF CLEAN for 4 hours.
- Press the START Button:
 - Do not try to open the oven door during the cleaning cycle.
 - Do not try to force the oven door open while it is in the locked position.
- After the oven has cooled (about three hours after the cycle ends), wipe the oven out with a damp rag to remove ashes.
- If the oven is not clean after one cycle, repeat this process again.
- Outside: wipe any spots, streaks, or splatters off the outside of the oven after it has cooled.

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Cupboards and Drawers (Supplies needed: all-purpose cleaner, rag)

- Handles: Remove any buildup, dirt, splatters, etc. from handles and area immediately around them.
- Outside surfaces: Remove all spills, splatters, smudges, etc.
- Don't forget the drawer runners, underneath the cabinets, the cupboard under the sink, and the broom closet.
- Wipe off the tops of cupboard doors under sink where water can run down and accumulate.
- Wipe shelves and insides of doors completely, especially the corners and edges.

Countertop and Backsplash (Supplies needed: 409, white Scotch Brite pad, rag, old credit card)

- Countertop and backsplash: Remove all spills, splatters, spots, etc.
- Make sure to remove all grease splatters behind stove and food splatters behind sink. Dish soap and hot water are great for taking off stubborn grease.
- Wipe away all cleaner residue from the counters and back splashes. Use an old credit card like a razor blade to take off grease splatters behind the stove.
- NOTE: COUNTERTOPS MUST BE CLEAR FOR CLEANING INSPECTION—HAVE ALL DISHES AND OTHER ITEMS PUT AWAY.

Kitchen Sink (Supplies needed: White Scotch Brite pad, all-purpose cleaner or Soft Scrub Gel, rag)

- Sinks, drains, stoppers: Scrub off all buildup, hard water, and food residue.
- Faucet: Remove any white film and hard water marks. To remove hard water, spray with cleaner, let sit for two minutes, then scrape with an old credit card or spoon.
- Behind faucet: Remove all buildup using a rag over a butter knife.
- Disposal: Wipe away all buildup from black flaps. Check to make sure disposal area is clear. Run disposal to clear out any debris.
- NOTE: THE SINK MUST BE EMPTY FOR CLEANING INSPECTION—HAVE ALL DISHES PUT AWAY.

Table and Chairs (Supplies needed: all-purpose cleaner, rag)

- Table(s): Remove all dirt, finger smudges, and grime.
- Remember to clean the table legs and crossbar(s) underneath.
- Chairs: Remove all dirt, finger smudges, and grime. When dry, place chairs upside-down on table.
- Remember to wipe between slats on the chairs.
- NOTE: ONLY CHAIRS CAN BE ON THE LARGE TABLE FOR CLEANING INSPECTION-(HAVE TABLECLOTHS, BOOKS, ETC. REMOVED).

Floor (Supplies needed: bucket, rag, mop, Pine Sol with warm water, white Scotch Brite pad)

- DO NOT PULL FRIDGE OUT FROM WALL.
- You are responsible to clean under furnishings; DO NOT MOVE APPLIANCES OR FIXTURES.
- Loose debris: Sweep floor thoroughly, around and behind everything.
- Wipe scuffmarks off with a dry rag. If you have trouble removing black scuff marks, use 409 or a tennis ball.
- Mopping: Remove all dirt, spills, splashes, grime, and other marks.
- Edges, Corners, and Baseboards: Scrub off all dirt, grime, marks, and buildup using a white Scotch Brite pad.
- Get right up against and around all cabinetry and fixtures.
- Rinsing: Remove all cleaner residue from floor and baseboards
- DO NOT USE A GREEN SCOTCH BRITE PAD, ABRASIVE CLEANERS, OR OTHER CHEMICALS

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Garbage Can (Supplies needed: All-purpose cleaner, paper towels, rag)

- Inside and Outside: Scrub, rinse, and partially dry, then turn upside down to finish drying.
- THE GARBAGE CAN MUST BE EMPTY FOR CLEANING INSPECTION (no bag, either).

Recycle Bin (Supplies needed: All-purpose cleaner, paper towels, rag)

- Empty the recycle bin. Recycling receptacles are in the dumpster area.
- Inside and Outside: scrub, rinse, and partially dry, then turn upside down to finish drying
- THE RECYCLE BIN MUST BE EMPTY FOR CLEANING INSPECTION.

Living Room

Walls and Ceiling (Supplies needed: all-purpose cleaner, rag, broom, Mighty Mite)

- Remove Spots: Spot clean with water (mixed with liquid dish soap if necessary).
- Check near baseboards, near garbage cans, and around any furniture next to the wall for dirt or splatters.
- Use the broom to get cobwebs out of high corners.
- Vents: Remove dust buildup by vacuuming with the Mighty Mite's brush attachment or damp rag.
- Light Switch Plates, Outlet Covers, and Utility Box: Dampen rag with cleaner and wipe down.
- Light Fixtures: Gently dust around light fixtures.
- **DO NOT REMOVE OR TRY TO CLEAN LIGHT FIXTURE COVERS**

Window and Sill (Supplies needed: glass cleaner, newspaper or paper towels, rag)

- Windowsill and Window Frame: Wipe off dust, spills, etc.
- Wipe the blind rod, but DO NOT clean the blinds.
- Glass: Remove any smudges, smears, writing, painting, splatters, etc. on the inside of the windows.

Upholstered Furniture (Supplies needed: Mighty Mite and attachments)

- Vacuum all surfaces--including under cushions--using the Mighty Mite; use the long, narrow attachment to vacuum cracks and crevices.
- Run your hand down edges of furniture to make sure you get all the crumbs.

Carpet (Supplies needed: Mighty Mite and upright vacuum)

- Edges: Vacuum away all dust buildup using the Mighty Mite.
- Vacuum the rest of the floor using the upright vacuum. Move furniture to vacuum underneath.

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Bedroom

You may coordinate jobs with your roommate, but you are responsible for all duties; they must be complete in order to pass inspection.

(Supplies needed: diluted Pine-Sol or Lysol, vacuum, glass cleaner, paper towels, 409)

Walls: Spot clean walls with diluted Pine-Sol or Lysol. Clean vents, switch plates, corner guards, door stop, and outlet covers.

Ceiling and Light Fixtures: Remove dust and cobwebs from around light fixtures and vent. Remove cobwebs from ceiling with broom. Wipe vent and edges of light fixtures with a damp rag.

DO NOT REMOVE LIGHT COVERS

Door and Frame: Clean all surfaces of door with diluted Pine-Sol or Lysol. Clean both sides of hinges. Wipe the door frame, removing the dust that accumulates on the side of the door frame closest to the door.

Window: Wipe frame, sill, and blind rod with a damp rag. Clean inside of windows with Windex and newspaper or paper towels.

DO NOT CLEAN BLINDS

Closet and Dresser: Tidy and wipe away all dust and buildup from outside ledges of closet and dresser area. Edge and vacuum floor in closet area (use Mighty Mite).

Desk and Chair: Clean all surfaces of desk, including inside and outside of drawers, with diluted Pine-Sol or Lysol. Vacuum chair seat and back with Mighty Mite. Dust chair legs.

Bed: Make your bed, put away everything on the floor, and organize under your bed.

Floor: Vacuum entire room. Use the Mighty Mite to get behind and under beds. Leave beds pulled away from the wall. Vacuum edges of the carpet using the Mighty Mite.