

Each semester, UTA Apartment Life staff performs cleaning and sanitation inspections of all apartments and houses. This guide is designed to provide valuable information for cleaning your residence so that it meets our cleaning and sanitation standards. By following these recommendations you can potentially avoid costly cleaning charges that may result if your residence fails inspection.

Cleaning Your Residence

***Special Note: Safety First!**

1. Always read cleaning chemical directions and warnings
2. Never **mix** chemicals, especially bleach and ammonia

BATHROOM TUB & TILE

Cleaning Walls Above the Tub

1. Before you clean the bathtub, put on rubber gloves.
2. Spray all-purpose cleaner on the walls above the tub.
3. Allow the cleaner to sit a few minutes, then rinse or wipe it off.
4. Remove mildew from grout by using a tile cleaner.
5. Apply the tile cleaner to the grout with a grout brush and scrub thoroughly.
6. Rinse well.

Cleaning the Bathtub

1. Apply a heavy-duty bathtub or all-purpose cleaner to a tub coated in enamel, the most durable of bathtub materials. Allow it to sit for 5 minutes, then scrub with a scrub brush using gentle pressure. Rinse well.
2. Scrub away the remaining soap scum with a scrub brush or an old toothbrush. When scrubbing, pay special attention to the corners of the tub and the area around the drain, where soap scum and dirt tend to build up. Also, look for evidence of a bathtub ring, the ring of dirt and stains that forms around the edges of the tub, which will require extra time and scrubbing.
3. Rinse again.
4. Apply a nonabrasive bathroom or bathtub cleaner if the tub is acrylic, which can scratch easily. Gently scrub with a soft-bristled brush. Rinse the tub well.
5. Apply a specialized fiberglass cleaner or a nonabrasive bathtub cleaner to a fiberglass tub. Scrub gently with a sponge. Rinse well.

BATHROOM COMMODE/TOILET

1. Prepare yourself. Gather all your cleaning tools. Open the windows and turn on the vent (if you have them) if you are sensitive to cleaning fumes or if you plan to be working in the bathroom for a while.
2. Put on your gloves and then lift the toilet lid and seat. Pour into the toilet bowl the amount of toilet bowl cleaner recommended on the bottle. Aim for the surface of the bowl, not the water. Allow it to soak for at least 10 minutes. If you are cleaning more than one toilet, go ahead and do this step for each toilet so you don't have to wait 10 minutes for each.
3. Using the toilet brush, scrub around the bowl, in the base of the toilet, then concentrate underneath the rim. If necessary, use more toilet cleaner for stubborn spots.

SUGGESTED CLEANING SUPPLIES

- FORMULA 409 or other household cleaner
- OVEN CLEANER
- MURPHY'S OIL SOAP (for cupboards)
- RAGS
- SCOURING POWDER (COMET)
- BROOM/DUST PAN
- MOP
- GREEN SCRUBBY/SCRATCHY PAD
- TOILET CLEANER/BRUSH
- VACUUM
- RAZOR BLADES
- RUBBER GLOVES
- GLASS CLEANER
- PAPER TOWELS
- SOFT SCRUB

4. Flush away the toxins. Flush the toilet, letting the toilet brush dangle in the bowl while still holding on to it. As the bowl fills back up with fresh water, rinse the brush. Remove the brush and return in to its stand. Give the toilet one final flush.
5. Focus on the outside. Using the spray disinfectant and paper towels or disinfecting wipes, wipe down all outer surfaces, concentrating on areas that are especially germ, such as the handle, the seat and the lid. Allow the disinfectant to remain on the surfaces for 10 minutes to be sure all the germs are killed.
6. Wash your hands. With the gloves still on your hands, use an antibacterial soap and warm water to wash the gloves as if you were washing your bare hands. Remove them and allow them to air dry. Now wash your bare hands and give the soap dispenser a wash to remove any germs transferred from the gloves.

BATHROOM MEDICINE CABINET

Top, shelves, & mirror should be wiped with glass cleaner.

BATHROOM SINK

Use a bathroom cleaning solution, scouring powder, or Soft Scrub to clean the sink area.

BLINDS

Blinds should feel smooth and be dust and residue free. Dusting will usually do the job except around the kitchen areas where blinds may have grease build up. Pull blinds down and turn the handle until the blinds are closed. Use a soft cloth to gently dust.

CLOSET/PANTRY

Shelves should be dusted & scuff marks on walls should be removed. Wipe the door around the handle, along the edge, and across the bottom. Don't forget to vacuum, sweep, or mop.

CARPET

At a minimum the carpet must be vacuumed. If it is discolored or darkened in heavy traffic areas or if you have major stains, you should use Woolite or Resolve to clean stained areas.

DISHWASHER

Wipe down inside and outside with soapy water. Don't forget to clean the rubber around the door. Wipe with outside with a dry cloth to prevent streaking (or use Windex and paper towel).

DOORS

Doors should be washed, wiped clean & left without smears or streaks. Be especially careful near knobs, edges, and along the bottom. A window cleaner with ammonia works well for removing most marks.

FLOORS (TILE/VINYL)

The floors must be swept, scrubbed, and mopped. Pay particular attention to the areas around the stove and close to the baseboards.

KITCHEN CABINETS and DRAWERS

The cabinets and drawers must be entirely empty and clean. A clean wet sponge will suffice; just make sure you rinse the sponge frequently. The easiest way to clean the drawers is to take them out, turn them upside down over the trash can and gently tap the bottom and wipe out with a sponge. The outside of the cupboards must have all grease removed, and a good wood soap (Murphy's Oil Soap) works best. Follow same directions for bathroom sink/vanity.

KITCHEN COUNTERTOPS

Countertops should be dirt and stain free. Soft Scrub works best for removing bad stains. Formula 409 works well for day to day cleaning.

KITCHEN VENT-A-HOOD

The vent-a-hood should have no grease or dirt on its surfaces. Use a good degreaser and soft cloth. *Formula 409 Degreaser* works well. **DO NOT USE OVEN CLEANER ON FAN HOOD.**

KITCHEN OVEN

If you live in Arbor Oaks, Meadow Run, or Timber Brook, your apartment is equipped with a self-cleaning oven. Please follow the instructions detailed in your oven owner's manual. DO NOT use other oven cleaners or chemicals inside the oven. Doing so may result in damage to the interior of the oven.

To clean the oven in our other properties, remove the oven racks and soak them in hot soapy water. Put old newspaper on the floor around the stove (oven cleaner can discolor your floor). Using a cold oven spray (the type that foams up – most oven cleaners today are non-toxic and odorless) coat the entire inside of the oven. Follow instructions on the can. You can clean your broiler pan the same way. Just be sure that you rinse thoroughly or you will have a film left in your oven. Degreaser works well for the outside of the stove.

KITCHEN SINK

You can use a kitchen cleaner such as Comet or Soft Scrub to clean the kitchen sink and areas surrounding it.

KITCHEN STOVE TOP

When cleaning your stove, **do NOT pull the stove away from the wall!** Doing so may result in a fire or damage to the gas line!

First, remove the burner plates and soak them in soapy water. Then lift the top of the stove and clean the actual burners with a scratch pad and scouring powder. Make sure to lift the stove top and clean underneath.

REFRIGERATOR

The refrigerator should be cleaned inside and out. Fill your tub with hot soapy water. Take all of your shelves and drawers and put them in the tub to soak. Use a mild soap and water or baking soda and water to clean the side and outside. Wash and dry the shelves and drawers and put back in place. Don't forget to take the bottom tray out & clean underneath. Pull out from wall to clean behind. Wipe outside the dry cloth to prevent streaking.

VENTS

Brush off any dust, then wipe down with a damp cloth. If they are really bad you may need to take it off the wall and soak it.

WALLS

Use all-purpose cleaner & sponge in **gentle** circular motion. Rinse with clean water and wipe with soft cloth. In the kitchen area you may need to use a degreaser and little more pressure, especially around the stove. Don't forget the baseboards. **Do not spackle holes – this could cause more damage to walls.**

WASHER/DRYER

The washer and dryer should be wiped down, inside and out. Lint filters should be cleaned out.

WINDOWS/SILLS

Clean the inside of the windows and wipe down the sills with a cloth and soapy water. You may have to let the soapy water sit for a while to loosen up the dirt.

