



# HOUSE CLEANING RESOURCE

## CLEANING CHECKLIST

### WHOLE HOUSE

- Empty trash cans to the dumpster and replace trash bag liners
- Inventory of janitorial supplies and ordering additional supplies as needed (see list below)
- Reporting any damage to the premises via Buildium
- Examine the plumbing to make sure no water is running
- Dispose of all unclaimed, unmarked personal belongings
- Once per month make sure that all windows and doors lock securely
- Replace light bulbs

### KITCHEN

- Wipe down countertops and cabinets (start to the immediate right of the stove) with anti-bacterial wipes or cleaner
- Clean face of appliances (refrigerator, microwave, dishwasher) including door handles
- Refrigerators cleaned of all food that is expired and/or leftovers are tossed
- Wipe down stovetop
- Clean inside of the microwave
- Soak stove drip pans and knobs in the sink
- Clean inside and around the sink
- Sweep and mop floor
- Examine the food storage areas to be sure they are clean and there are no perishables

### BEDROOMS

- Reposition furniture as necessary to vacuum
- Declutter, dust, vacuum room and closets
- Return furniture to the original position
- Wipe down all surfaces with anti-bacterial wipes or cleaner

### COMMON AREAS

- Re-stock paper products in bathrooms and kitchen
- Pick up the clutter and consider recycling or donating unused items
- Dust furniture, window blinds, pictures, award plaques, etc. throughout premises

- Sweep and mop all tile floors and vacuum all carpet floors throughout the common areas of the premises, including bathrooms, kitchen, dining room, hallways, stairs, entry foyer, and study room
- Sweep front and rear porch
- Vacuum upholstered furniture and floor
- As needed, spot treat stains in carpet with appropriate cleaning agents tested for colorfastness
- Wipe down all surfaces with anti-bacterial wipes or cleaner (including stair rails)

## BATHROOMS

- Clean all surfaces (shower, toilet, vanity, sink, cabinets, etc) with all-purpose cleaner or anti-bacterial wipes
- Clean shower rack/soap dishes
- Clean shower track or curtain liner
- Rinse walls of tub/shower and dry with a microfiber cloth
- Scrub sink and use grout brush along with faucet and drain
- Wipe the vanity countertop with an all-purpose cleaner
- Wipe down cabinet fronts
- Clean mirror: spray glass cleaner on soft cloth and buff shine the faucets
- Wash the floor with a cleaning solution
- Replace rugs, bathmat, and wastebaskets

## OUTSIDE

- Pick-up and dispose of trash and debris around entire premises (interior and exterior)
- Replace burnt out light bulbs
- Once a month, clean windows (interior and exterior)
- Wipe down all surfaces with anti-bacterial wipes or cleaner (including doorknobs)

## STANDING CLEANING SUPPLIES

- Vacuum (replacement bags, if applicable)
- Shop-Vac
- Sponge mop (do not use braided mops)
- Mop bucket
- Microfiber cloths
- Toilet brush (one per toilet or one per bathroom)
- Scrub brush (one per shower)
- Spray bottle (3-4 bottles)
- Rubber Gloves (4-6 pairs)
- Squeegee
- Broom
- Disinfecting wipes
- Mild abrasive
- Dust mop
- Extendable duster
- White vinegar
- Dishwashing liquid
- All-purpose cleaner
- Tub and tile cleaner
- Glass cleaner
- Baking soda
- Supply caddy
- Paper towel
- Heavy duty trash bags
- Hand sanitizer
- Toilet paper
- Paper towels



## CLEANING APPLIANCES

### REFRIGERATOR

Generally speaking, it's a good idea to use a non-toxic cleaning solution to scrub the interior of the fridge. After all, that's where your food goes! But if you feel more comfortable using a very mild bleach solution, or a product like Fantastic or 409, by all means, do so.

### MICROWAVE

The key when deep cleaning a microwave is to create some steam up in there that will help to loosen all the stuck-on crud. You can use white vinegar mixed with water, which will also help to deodorize the appliance. Lemon juice will do the very same thing. If you don't have either of those, water is just fine too. Put whichever liquid you're using into a safe microwave bowl, heat it for two or so minutes—enough that you create some good steam and then remove from the microwave using something to protect your hands. If the turntable needs to be washed, remove it from the microwave at this point and scrub it with hot, soapy water, before setting aside to dry while you work on the rest of the machine.

## ESSENTIAL CLEANING TOOLS

### SHOP-VAC

The great thing about Shop-Vacs is that you can find relatively effective models that will run you under \$100. They're also pretty sturdy, which means they can stand up to being banged around a bit more than upright models. Shop-Vacs can also handle both wet and dry jobs.

### DISH SOAP

Dish soap can also be diluted with water and used as a mopping solution for sticky wood and tile floors. It can also serve as a stain-remover for upholstered furniture and carpeting.

### WHITE VINEGAR

A gallon jug of white vinegar can be very helpful, including, and primarily serving as an odor-neutralizer. It's also used to clean glass, scrub the fridge, and clear a drain (when combined with baking soda).

### HEAVY-DUTY TRASH BAGS

For leak control, basically.

### WD-40

There are [thousands of uses for WD-40](#), including things like removing sticky residue from walls and floors and getting the glue off of clothing and other fabrics.

### FOAMING BATHROOM CLEANER

To use, spray the product all over the shower, sink, and toilet, and let it do most of the work for you. After a few minutes (longer for more heavily-soiled surfaces), wipe the bubbles away, and you're done. The more regularly you clean, the easier the cleaning will be.

### MILDEW REMOVER

There are a lot of mildew-removing products, like Tilex or X-14. Spray it on mildewed and moldy areas in the bathroom and walk away. After a few minutes, use a sponge to wipe the Tilex or X-14 residue away.

### **BORIC ACID**

If you do find that the house develops a bug infestation, boric acid is a pest-control product you'll want to remember exists. Roach sprays also work and are easily found. The biggest thing about bug infestations is to get on them right as they develop, so they don't spiral out of control. If you find that the house develops a fruit fly problem, make a few traps using a small piece of fruit combined with water and a small amount of dish soap. The fruit (or wine or beer or cider vinegar, etc.) will attract the flies, while the soap will coat their wings, leaving them unable to fly out to safety, at which point they will drown. Please report a bug infestation in Buildium.