

CHECKLIST FOR DAILY CLEANING

- Wipe down worktops, sinks, tables, stovetop.
- Wash your dirty dishes.
- Empty dish rack as necessary.
- Dispose rubbish in appropriate containers.
- Clean coffee maker after each use.
- Clean pans used for cooking after use

CHECKLIST FOR WEEKLY CLEANING

- Wipe down oven and microwave.
- Sweep and mop kitchen floors.
- Wipe down stains or spills inside of fridge.
- Empty sorted waste. Trash pickup is on Friday mornings, so move bins out by Thursday night and return by Friday afternoon. Recycling Center hours: Currently, Wed 2-6pm and Sat 9am-12pm.
- Scrub shared toilet, shower and sink.
- Sweep and mop bathroom floor.
- Clean bedding/towels are dropped off on Tuesdays in the laundry basket in the kitchen; dirty bedding/towels should be placed in the laundry basket on Thursdays for pick up.

CHECKLIST FOR END-OF-RESIDENCY CLEANING

- Remove fitted and flat sheet from bed. Leave bedding in center of bed.
- Remove any personal items and garbage.
- Sweep bedroom floor.
- Remove and discard any food stored in refrigerator and cupboards.
- Empty all waste from kitchen.