

## Greentree Apartments Cleaning Suggestions

These are suggestions to guide you in preparing to move out of the apartment. They are not all inclusive. You may choose to do the cleaning yourself, or you may choose to have the cost of having the apartment cleaned by professionals deducted from your Security Deposit. Inquire at the office for current labor rates. Greentree Apartments does NOT supply the materials for cleaning.

### Supplies:

2 Scotch-Brite sponges	CLR = Calcium Lime Rust	Oven cleaner (Not for Painted Surface)
Large sponge	Cleaner	Pine-Sol
Paper towels	Soft Scrub Cleanser	Window Cleaner
Krud Kutter or Degreaser		

### Tools Needed:

Terry cloth wash cloths or towels	Nylon Bristle Scrub brush	Ladder
Rubber Gloves	Putty knife or razor blade scraper	Vacuum Cleaner w/ hose etc.
Plastic Trash bag (for oven racks)	2+ gallon plastic bucket	

### Remove the following and put in the dishwasher and wash with dishwashing detergent.

- Glass light fixture cover in the kitchen, bathroom, hall and bedrooms
- Vent fan screen over the stove
- Bathroom medicine cabinet shelves and brackets

### Cleaning the Kitchen: Do not spray oven cleaner on painted surfaces

1. Defrost/unplug freezer and crack refrigerator open to begin warming it for future cleaning. Don't try cleaning a cold freezer/fridge.
2. Remove oven racks and place in a plastic garbage bag. Spray oven cleaner into the bag. Close the bag and let sit until right before you wash the floor.
3. Burner pans usually need to be replaced. You need to be very careful about getting the correct size. New burner pans of the correct size are available at the office. The cost of the burner pans can be deducted from the security deposit. If they won't clean up with Windex then they need to be replaced.
4. Put paper towels on the floor under the oven door. Spray the inside surface of the oven door and of oven with oven cleaner. Close the oven door. Let the oven cleaner do the work. Go on to other tasks while it works. Follow directions on the bottle.
5. Raise the stovetop. If there are black food deposits, then spray oven cleaner under the stovetop on the deposits. Go on to another task while the chemicals work.
6. Clean cabinets inside & out, get corners and edges, with Krud Kutter and towel. Watch for finger prints, grease stains on doors where you hold them to open. Do not use the rough side of a Scotch-Brite pad
7. Clean refrigerator with Krud Kutter or Window Cleaner. Remove and clean shelves and drawers. Clean inside of refrigerator and replace the shelves and drawers. Clean the outside of the refrigerator top, sides and front. Be sure to pay attention to the grooves in the rubber door seals, and the grate at the bottom. Use a scrub brush on painted surfaces, do not use abrasive scotch-brite.
8. Perform the tasks under Cleaning the Bathroom and other rooms before continuing with the kitchen
9. Clean the vent fan over the stove with Krud Kutter. Remove burner-control knobs by pulling straight forward and clean behind them. Clean surface of stove top with Krud Kutter followed by polishing with window cleaner. Clean and replace burner-control knobs. Be careful with the writing on the burner knobs. It is fragile and will rub off. Do not get oven cleaner on the knobs, or the writing comes off.
10. Return to the oven and wash the oven cleaner out of the oven, oven door and under the stove top. The scrub brush works well in the areas where the rods of the oven racks attach to the front and back edges. If black marks remain on the inside of the oven or door, re-wet the spots with oven cleaner and use the putty knife or the razor blade scraper or steel wool to get it off. Then wash off any remaining oven cleaner. After an hour use a paper towel to dry the oven and remove any oven cleaner residue with window cleaner.
11. Clean the inside and outside of the stove drawer. Pull the stove out, unplug if needed and clean the sides of the oven with Krud Kutter and scrub brush (Scotch Brite will remove paint). Clean under the stove. Replace the stove.
12. Move the refrigerator and vacuum the coils or air grates in the back of the refrigerator, if there are any. Wash the floor in the refrigerator area. Use the scrub brush to thoroughly clean the edges around the cupboards. Replace the refrigerator. Never leave a refrigerator off and closed overnight. Mold will start to grow. Plug it back in/turn it on.
13. Clean the oven racks with the stainless-steel scrubber (don't use scotch-brite). Rinse and dry the racks and replace in the oven.
14. Wash the counter tops and pay special attention to the top edges of the back-splash.
15. Fill the bucket with hot water & Pine-Sol, set aside to wash the floor after all other kitchen tasks are done.
16. If the sink is stainless steel, scour the sink with Soft Scrub and the curly stainless steel scrubber. CLR works well around the faucet to remove the calcium build up. Rinse and dry the sink with paper towel. Polish the sink with window cleaner.
17. Scrub the floor/ baseboard/kickplate paying special attention to the edges around the cupboard and the strip between the carpet and vinyl. Use the scrub brush to really clean these areas.
18. Save the bucket of Pine-Sol to clean the bathroom and closet floors in step 11 of Cleaning the bathroom.

**Cleaning the bathroom: Be sure the vent fan is on to draw the chemical fumes away.**

1. To remove vent fan cover stand on step ladder, pull down on cover (if it does not pull down easily let management clean it) and push metal clips together to remove cover completely. Take cover to bath sink or tub, spray cover with Krud Kutter, clean with scrub brush, rinse, and dry. Replace vent fan cover.
2. Spray around top ledge of bath tub with Krud Kutter and wipe with wet sponge.
3. Get surfaces of bathtub wet and apply Soft Scrub cleanser to all surfaces of bath tub.
4. Scrub bath tub surface with wet, rough side of Scotch-Brite sponge and rinse tub. Use your hand to feel for areas of soap scum below where soap was stored and in corners. Continue cleaning until soap scum is removed.
5. Clean the medicine cabinet inside and out. Don't forget the top of the cabinet.
6. Polish the mirror with window cleaner and paper towel.
7. Clean the sink and counter top. Use CLR to remove calcium build up around the faucet.
8. Wash the wall and cabinet behind and beside the toilet.
9. Thoroughly clean the toilet tank and top, outside and inside the bowl. You can use a Scotch-Brite that has been used on the bath tub on the toilet, and then throw it away after using it on the toilet.
10. Polish the toilet tissue dispenser and towel racks with window cleaner & paper towel.
11. Sweep the floor. Wash the floor paying special attention to the edges and corners around the walls, tub and toilet and the top of the baseboard. Use the scrub brush to clean the edges.
12. Sweep and clean the closet floor if it is tile or linoleum
13. Dump contents of bucket into toilet and flush the toilet.

**Cleaning the Living Room, Dining Room and Bedrooms.**

1. Use Krud Kutter to spray the door jams, areas around the knobs on all of the doors and light switch plates. Wipe the fingerprints off of these areas.
2. Vacuum and then wash with sponge the following: Do NOT remove the screens
  - Inside of window trim and window sills
  - Heat registers (including louvers)
  - Baseboards top and sides and walls
3. Wash the following:
  - Top rail of the curtain/blinds
  - Inside of the windows only (do not remove the screens)
4. Clean the shelves in all closets an
5. Vacuum, but do not steam clean the carpet. Use the hose attachment to vacuum the edges of the carpet and the wall. Carpets need to be professionally cleaned as per your Rental Agreement.
6. Return to the kitchen at step 8 and finish cleaning the kitchen.