

Suite & Townhouse Common Area Cleaning Checklist

Suite:

- Sweep and mop the floors and stairs
- Clean all walls, ceilings, doors
- Remove Fun Tak
- Take out garbage and recycling, clean the bins
- Clean table and chairs, put back to original position
- Remove all personal belongings

Kitchen:

- Clean out cupboards
- Clean all the surfaces and sink
- Take out garbage and recycling
- Clean the refrigerator (inside, outside, under)
- Remove all fridge trays, clean and leave on kitchen counter
- Clean the stove/oven (including exhaust fan and light, not under)
- Sweep and mop the floor

Bathroom:

- Clean the bathtub/shower
- Clean the toilet, sink and walls
- Clean mirror and cupboards
- Sweep and mop the floor
- Remove shower curtain
- Take out garbage

Living Room:

- Clean/dust furniture
- Vacuum the floor
- Wipe surfaces
- Gently wipe down blinds
- Clean the windows
- Rearrange furniture to original position

***Remember to communicate with your roommates regarding shared cleaning responsibilities prior to moving out**

***Pick up a cleaning responsibility checklist from the front desk**

Suite & Townhouse Individual Bedroom Cleaning Checklist

Clean:

- Clean bed drawers
- Clean desk, hutch, chair, dresser
- Clean walls and doors, including the closet
- Clean mirror behind door
- Clean window and ledge
- Clean vents
- Clean garbage bin

Vacuum:

- Vacuum all areas of the room, move furniture to get under
- Vacuum bed drawers
- Vacuum desk, hutch, chair, dresser
- Vacuum closet

Remove:

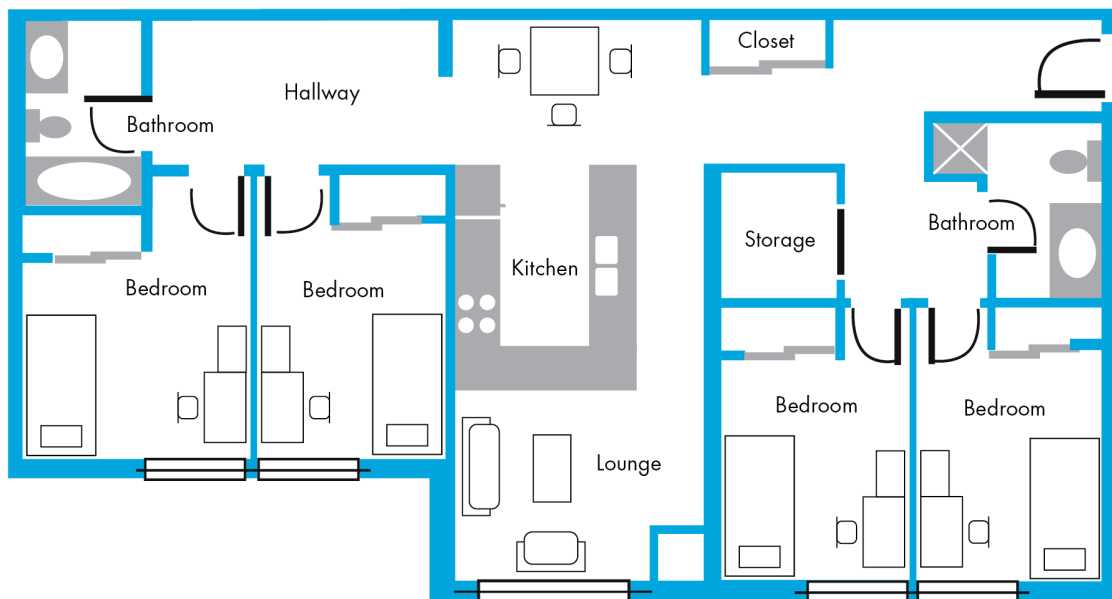
- Remove garbage and recycling
- Remove all items from drawers
- Remove items from corkboard
- Remove items from walls and door, including Fun Tak
- Remove all personal belongings

Remember to:

- Rearrange furniture to original position
- Submit maintenance requests for bedroom or common area needs
- Submit accountability forms for damage you caused in bedroom or common areas
- Lock bedroom and/or suite door

***Pick up a cleaning checklist from the front desk**

Suite Style Original Furniture Placements



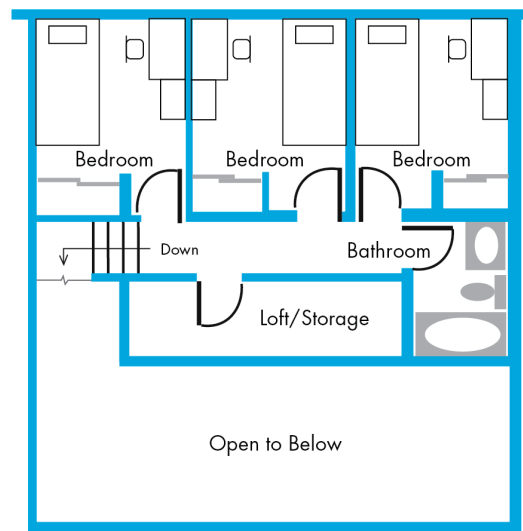
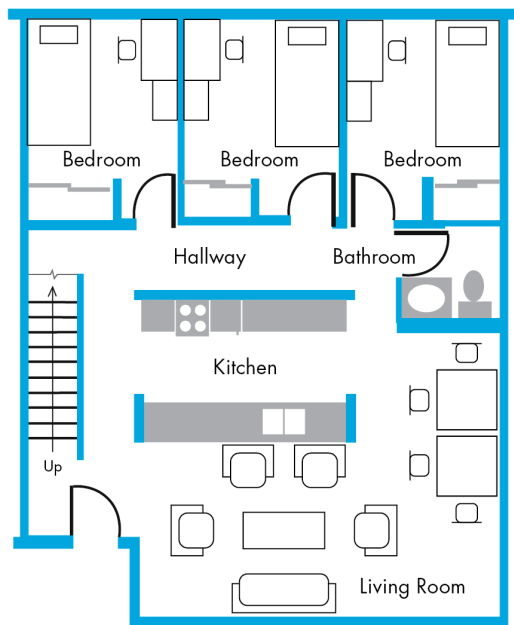
Common Areas:

- Cleaned garbage bin in kitchen
- Cleaned recycling bin placed in hallway closet
- Kitchen table against the wall
- Kitchen chairs around the table or beside
- Couches: single under window, double along kitchen wall
- Coffee table in front of double couch

Bedroom:

- Desk placed on the side with the window
- Desk chair tucked in desk
- Dresser beside the desk
- Cleaned garbage bin between desk and dresser
- Bed against the wall opposite to desk, on same side as closet
- Bed returned to original height

Townhouse Style Original Furniture Placements



Common Areas:

- Cleaned garbage and recycling bins in storage under stairs
- Kitchen table against the wall
- Kitchen chairs around the table or beside
- Couches: spaced out evenly around living room
- Coffee table in centre of couches

Bedroom:

- Desk placed on the side with the window
- Desk chair tucked in desk
- Dresser beside the desk
- Cleaned garbage bin between desk and dresser
- Bed against the wall opposite to desk, on same side as closet
- Bed returned to original height