



Community Housing Cleaning Checklist

As set out in your lease and tenant handbook, tenants are responsible to leave their premise fit for immediate occupancy by a new tenant; clean, undamaged and with **all contents removed**. It is not a fair or reasonable to expect the last person leave cleans the entire unit. It is suggested for those living in multi-person units to divide the common areas equally among the residents. If each person cleans their bedroom and the assigned common area, the whole unit gets cleaned. While busy with exams you may not have time for cleaning. Consider contacting a cleaning company; check our website at <http://community.housing.queensu.ca> for a list of suggestions. **Vacating your unit without thoroughly cleaning it first can result in significant charges** (there have been instances in the past where units have been billed \$500 or more for cleaning and carpets).

Cleaning Requirements

Kitchen

- ✓ Stove/Oven ~ inside oven, oven racks ~ top and outer surfaces of stove ~ burner bowls, underneath burner bowls and rings ~ vent hood ~ drawer under oven ~ floor under the stove
- ✓ Refrigerator/Freezer ~ inside, including shelves and drawers ~ outside including top and all outer surfaces ~ floor under the fridge/freezer ~ should be defrosted if necessary and left running
- ✓ Sink ~ including taps
- ✓ Cabinets/Drawers ~ must be empty and wiped inside, top and all outer surfaces ~ remove shelf liners where possible ~ tip..start at the top and work down
- ✓ Counter top
- ✓ Window sill(s) (where applicable)
- ✓ Floor ~ sweep and mop including baseboards

Suggested cleaning products include stainless steel cleaner for sink and burner bowls, all-purpose cleaner for the floor, cabinets, drawers, counter tops, refrigerator/freezer, stove and vent hood (where applicable) and oven cleaner for the oven

Bedroom(s), Living Room, Dining Room, Hall and Entry Way Areas (where applicable)

- ✓ Floor ~ vacuum & clean carpet in all rooms, including inside the closets ~ sweep and damp mop hard surface floors
- ✓ Clean closet shelves, baseboards, wall heating units, windows and window sills

An all-purpose cleaner is suggested to remove stains and fingerprints on doors and door frames.

Bathroom(s)

- ✓ Sinks, toilet, bathtub/shower, including all faucet fixtures
- ✓ Mirrors and medicine cabinets ~ clean interior shelves of medicine cabinets
- ✓ Cabinets/drawers ~ inside, top and all outer surfaces
- ✓ Counter top
- ✓ Floors ~ sweep and mop including baseboards

Suggested cleaning products include non-abrasive bathroom cleaners for tub/shower and sinks and an all-purpose cleaner, for the floors, cabinets, drawers and countertop. Mr. Clean Magic sponges work particularly well!

Basement, storage room(s), porches, balconies, sheds, garages (where applicable)

- ✓ remove all debris, recyclables, furniture, any tenants' appliances (air conditioner, mini fridges, freezers, etc), along with any miscellaneous items
- ✓ sweep

Please note, all items left in the unit after it is vacated will be discarded. All associated costs for removal, disposal, etc. will be charged to the tenants.