

Monthly House Cleaning Assignments

Alpine Court Apartments

DATE: _____

TIME: _____

APT # _____

1st Person: _____

- A. Clean Bedroom
 - 1. Remove all trash
 - 2. Wash finger marks off walls
 - 3. Dust baseboards
 - 4. Dust Furniture & door inside & out.
- B. Defrost Freezer & wipe out.
- C. Clean Refrigerator
 - 1. Discard old items
 - 2. Wipe down (inside & out) & wash shelves & bins.
 - 3. Wipe out rubber seals on doors.
- D. Wipe down front of dishwasher inside & out of door.
- E. Wipe down cupboard doors & drawer fronts in kitchen.

2nd Person: _____

- A. Clean Bedroom
 - 1. Clean window, tracks, sills & blinds.
 - 2. Vacuum
 - 3. Wipe down light switches & outlet covers.
- B. Clean stove and oven
 - 1. Clean around burners & clean drip pans.
 - 2. Lift range top & clean under burners; wipe all areas.
 - 3. Use automatic oven cleaning function; wipe out residue when finished; scrub oven racks. (Make sure it is not cooking when checked.)
 - 4. Clean & wipe control knobs & front door.
 - 5. Remove bottom drawer: wipe out drawer and clean floor underneath.
 - 6. Clean range hood- top and underneath. (where applicable)
- C. Mop Kitchen Floor
 - 1. Make sure all spots and marks are removed.
 - 2. Wipe down baseboards.
- D. Clean kitchen counters, backsplashes, sink, light switches, & outlet covers.
- E. Clean microwave (inside & out).

3rd Person: _____

- A. Clean bedroom
 - Complete item A on 1st person assignment.
- B. Clean Bathroom
 - 1. Scrub tub & toilet (inside, out, around base & on floor).
 - 2. Use Shower Power or Tilex on shower walls & doors.
 - 3. Clean ceiling, walls, window (if there is one), vents, light fixtures, curtain & door to remove any marks or mold.
 - 4. Clean door, & frame.
 - 5. Mop bathroom floor with cleaner.
- C. Clean out furnace room.
- D. Clean & sweep patio & front door areas.
- E. Clean window, tracks, sills, & blinds in kitchen.

4th Person: _____

- A. Clean Bedroom
 - Complete item A on 2nd person assignment.
- B. Clean living room and hallway
 - a. Dust-furniture.
 - b. Vacuum
 - c. Clean baseboards, walls, door frames, light switches & light covers.
 - d. Clean windows, tracks, sills, & blinds.
 - e. Clean under couch cushions removing all trash and dirt.
 - f. Clean vents.
- C. Clean vanity area
 - a. Scrub sinks with cleaner.
 - b. Polish and shine mirrors, towel racks, and T.P. fixtures.
 - c. Clean light fixtures, & ceiling vents.
 - d. Clean outlet & switch covers.
- D. Clean front door (inside & out) & entry way.
- E. Clean kitchen table & chairs.