### BYU Residence Life Cleaning Document

#### YOUR Assigned Duties

If you would like more detailed instructions, refer to the second page.

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#### Suggested Cleaning Supplies

The following is a list of **cleaning supplies** we recommend. These are **low in cost** and **work well**. If you would prefer to use other cleaning supplies, feel free to do so, so long as they are not on the list of supplies not to use.

1. **Liquid Comet (provided)**
   - Kills 99% of bacteria; great for cleaning bathroom. Use for tub, bathroom counters, sinks, chrome fixtures, etc.

2. **Soap + Vinegar + Water = SVW (purchase)**
   - Cleans Glass, Mirrors, and Removes Mild Hard Water. Can also use in fridge, cupboards, tub, shower.
     - ¼ cup dish soap (Dawn or Joy are best)
     - 2 cups of vinegar
     - 2 cups of water
     - Put all ingredients in a plastic spray bottle and label.

3. **Totally Awesome Cleaner = TAC (purchase)**
   - This is a concentrated cleaner/degreaser carried by The Dollar Store. Removes fingerprints and grease on stove, counters, walls, etc. It is a biodegradable and GRAS rated all-purpose cleaner (Generally Recognized as Safe).

The following is a summary of what to purchase, what Wyview provides, and what not to use.

<table>
<thead>
<tr>
<th>Supplies to Purchase</th>
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<th>Supplies to NOT USE</th>
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</thead>
<tbody>
<tr>
<td>Totally Awesome Cleaner</td>
<td>Liquid Comet</td>
<td>Abrasives (Comet Powder, Ajax, etc.)</td>
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<tr>
<td>Dish Soap (Dawn or Joy is best)</td>
<td>Mop &amp; Bucket</td>
<td>Ammonia</td>
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<tr>
<td>Distilled White Vinegar</td>
<td>Broom &amp; Dustpan</td>
<td>Drain Cleaners (Drano, Liquid-plumr, etc.)</td>
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<tr>
<td>Spray Bottle (for SVW)</td>
<td>White Scrub Pads</td>
<td>Floor Wax</td>
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<tr>
<td>Toilet Bowl Cleaner</td>
<td>Upright Vacuum*</td>
<td>Green Scotch Brite Pads</td>
</tr>
<tr>
<td>Toilet Brush</td>
<td>Mighty Mite*</td>
<td>Lime Away</td>
</tr>
<tr>
<td>Paper Towels, Rags</td>
<td>Doodlebug*</td>
<td>Oven Cleaner</td>
</tr>
</tbody>
</table>

*Supplies in RA apartment or Wyview office. Return them ASAP.

If you run out of any of the other provided supplies, please contact your RA for more.
Detailed Cleaning Instructions
Note: These are instructions for ALL duties. Look for your specific duties.

### KITCHEN DUTIES

- **Walls, Ceiling**
  - Check near baseboards, corners, outlets and behind stove, garbage. **TAC + rag**

- **Windows, Sills**
  - Clean inside of window and sill. Clean track with window open and closed. **SVW + rag**

- **Counters**
  - Clean to edges, under microwave, etc. Counters must be clear. **TAC + rag**

- **Table, Chairs**
  - Clear and wipe table and chairs, including legs and crossbar. Table must be clear. **TAC + rag**

- **Cupboards**
  - Clean front, top, sides and handles. Tops can get especially grimy. **TAC + white scrub pad, rag**

- **Drawers**
  - Clean front, top, sides and handles. Tops can get especially grimy. **TAC + white scrub pad, rag**

- **Hood**
  - Remove vent, clean with degreaser, rinse, replace. Clean all of hood. **TAC + rag**
  - **Surface**
    - Clean control panel, below grates, etc. **TAC + white scrub pad, rag**
  - **Knobs, Grates, Burners**
    - Remove, scrub, rinse, dry. Leave off. **Hot Soapy Water + white scrub pad**

- **Oven**
  - Start 24 hours before inspection. Takes at least 4 hours to cool.
    - **Inside**
      - Be sure oven light off. Lock door. Push SELF-CLEAN, START. When cool, wipe away ashes.
    - **Outside**
      - Clean off all spots, streaks, spatters after the oven has cooled. **TAC + rag**
    - **Drawer**
      - Remove all items and clean, wiping out all crumbs. **TAC + rag**

- **Fridge Freezer**
  - **Inside**
    - Pull out drawers and clean. Clean spills, crumbs from shelves, walls, rubber gasket. **SVW+ rag**
  - **Outside**
    - Wipe down front, sides, and top. **TAC + rag**

- **Microwave**
  - **Turntable**
    - Remove, scrub, rinse, dry. **Hot Soapy Water + rag**
  - **Inside**
    - Remember door and ceiling. Heat water to loosen grease. **TAC + rag**
  - **Outside**
    - Clean top, front, sides, and control panel. **TAC + rag**

- **Sink**
  - **Bowls**
    - Remove all grime, hard water. Sink must be empty. **SVW + white scrub pad**
  - **Faucet**
    - Wipe down faucet; it should be shiny and brilliant when done. **SVW + white scrub pad**
  - **Disposal**
    - Remove all buildup from black flaps. Run disposal. **SVW + white scrub pad**

- **Floor, Baseboards**
  - **Sweep**
    - Sweep around and behind everything. Remove scuffs with white scrub pad. **Broom, Dustpan**
  - **Mop**
    - Be sure to clean baseboards and rinse floor after mopping. **Hot Soapy Water, TAC + mop/rag**

- **Garbage**
  - Empty, scrub, rinse, and dry. Garbage must be empty, no bag. **SVW + rag**

### LIVING ROOM DUTIES

- **Stairwell**
  - Sweep and clear entry of all debris. Clear clipboard. **Broom, Dustpan**

- **Entry, Door**
  - Wipe down door, frame, and hinges. Clean metal foot plate. **SVW + scrub brush, rag**

- **Walls, Ceiling**
  - Check near baseboards, corners, outlets, furniture. Remove cobwebs. **TAC + rag**

- **Bulletin Board**
  - Remove dust and grime from top. Clear away junk. **TAC + rag**

- **Vent**
  - Remove all dust. **Mighty Mite/Rag**

- **Windows**
  - Clean track with window open and closed. Clean inside of glass and wipe sill. **SVW + rag**

- **Furniture**
  - Remove and vacuum cushions. Clean cracks. **Mighty Mite**

- **Floor**
  - Remember to vacuum edges and under furniture. **Vacuum, Mighty Mite**
**HALLWAY DUTIES**

- **Walls, Ceiling**: Check near baseboards, corners, outlets. Remove cobwebs. **TAC + rag**
- **Vents**: Remove all dust. **Mighty Mite/Rag**
- **Closets**: Tidy closets. Clean shelves. Vacuum floor. Clean door. **SVW + rag, vacuum, mighty mite**
- **Floor**: Vacuum main floor and edges. **Vacuum, Mighty Mite**

**BATHROOM DUTIES**

- **Walls, Ceiling**: Check near sink, toilet, baseboards, garbage, corners, etc. Remove mildew. **TAC + rag**
- **Fan, Vent**: Remove dust. Do not remove cover or reach inside to clean fan. **SVW + rag**
- **Accessories**: Clean towel rack, toilet paper dispenser, light switch and outlet covers. **SVW + rag**
- **Cupboards**: Tidy. Clean door and inside of cupboard. **SVW + paper towel/rag**
- **Drawers**: Clean inside and outside of drawers, especially corners. **TAC + paper towel/rag**
- **Mirror**: Remove all smudges, spots, etc. **SVW + paper towel**
- **Counter**: Spray with cleaner and clean to edges, wipe with clean wet rag, then dry. **Liquid Comet + rag**
- **Sink**
  - **Bowl**: Remove all grime, including from stopper. Sink should feel smooth. **SVW + white scrub pad, rag**
  - **Faucet**: Remove hard water from underside of faucet. Faucet should shine. **SVW + white scrub pad**
- **Toilet**
  - **Inside Bowl**: Use cleaner and scrub with brush. **Toilet Bowl Cleaner + toilet brush**
  - **Everything Else**: Clean seat, hinges, base, tank, etc. **Liquid Comet + paper towel**
- **Bathtub**: Depending on tub, may have to repeat any or all of these steps multiple times. **Liquid Comet + white scrub pad, rag, clean towel**
  - **Curtain**: Wash with laundry soap and cold water (bright colors) in washing machine. Hang to dry. **Liquid Comet + paper towel**
  - **Walls**: Spray with Liquid Comet. Let stand 2 minutes. Scrub from top down with white scrub pad. Wipe with clean, wet rag. Rinse with lots of water; dry with towel. Should feel completely smooth and fixtures should shine. **Liquid Comet + white scrub pad, rag, clean towel**
  - **Tub**: Tub should be wet from cleaning walls. Spray Liquid Comet on tub. Scrub. Be sure to scrub away footprints and feel for grime. Wipe with clean rag; rinse. **Liquid Comet + white scrub pad, rag**
- **Floor, Baseboards**
  - **Sweep**: Sweep around and behind everything. Remove scuffs with white scrub pad. **Broom, Dustpan**
  - **Mop**: Be sure to clean baseboards and rinse floor after mopping. **Hot Soapy Water, TAC + mop/rag**
- **Garbage**: Empty, scrub, rinse, and dry. Garbage must be empty, no bag. **SVW + rag**

**BEDROOM DUTIES**

- **Stairwell**: Sweep and clear entry of all debris. Clear clipboard. **Broom, Dustpan**
- **Walls, Ceiling**: Check near baseboards, corners, outlets, furniture. Remove cobwebs. **TAC + rag**
- **Window, Sill**: Clean track with window open and closed. **SVW + rag**
- **Bed, Desk**: Make bed. Tidy desk. Clean to edges of desk and inside drawers. **SVW + rag**
- **Closet, Dresser**: Tidy. Wipe away all dust, clean all the way to the edges. **SVW + rag**
- **Floor, Garbage**: Clear floor. Vacuum, including edges and under furniture. Empty trash.