

Empty Room – Deep Cleaning Instructions

An empty room must be totally cleaned within 24 hours. Check each item when completed.

- ___ 1. Take out all unwanted items that are left behind.
- ___ 2. Take out trash, opened Kleenex boxes, unwrapped toilet paper
- ___ 3. Do not stage or put anything in this room until it is totally clean.
- ___ 4. Take down valances, put in the dryer on air fluff only (**Do not wash valances—EVER!!**)
- ___ 5. Take A/C filters out and wash them. Dry them before placing back into A/C unit. (A little Luster Cream will whiten them. Rinse well.)
- ___ 6. Take down shower curtain and put into washer with one capful of liquid laundry soap--warm setting only. (**Do not put a shower curtain into a dryer.**)

CLEAN THE BEDROOM AND CLOSETS

- ___ 1. Dust entire room from top to the bottom.
- ___ 2. Dust over doors (top of door frame) and down the doors, fronts, and backs. Don't forget closet doors and bathroom door.
- ___ 3. Dust window blinds, glass, sill, and window track.
- ___ 4. Vacuum carpet and bathroom floors.
- ___ 5. Wash windows, sill, and track. Use a damp cloth to wipe down blinds.
- ___ 6. Wash the front of the A/C unit and dust the inside of the door—if applicable. Do not touch the fins.
- ___ 7. Do **not** spray Alpha or G-force directly on walls (they will leave streaks). Use a wet cloth with a small amount of Alpha in the sink.
- ___ 8. Closets -- Wash shelves, walls, and floor boards.
- ___ 9. Bedroom -- Wash walls and floor boards.
- ___ 10. Wash all door frames and doors inside and out. Don't forget door frame and niche outside of bedroom door.
- ___ 11. Are you having a hard time getting black marks off white doors? Use a little Luster Cream (on black marks only). Rinse well. **USE LUSTER CREAM ON WHITE DOORS ONLY !**
- ___ 12. Reminder -- Dust light fixtures, wash as needed. Use Alpha on call light strings. (Strings may need to be replaced.)

CLEAN THE BATHROOM

- ___ 1. Dust and/or wash the light fixtures. Remember the ledge above the lights.
- ___ 2. Wash the mirror using a little Alpha. If you see streaks, use clear water and a dry cloth.
- ___ 3. Wash sink and counters with Alpha. Then use Luster cream on faucet and sink so they will shine bright. **Do not use Luster Cream on counters!**
- ___ 4. Wash under sink and inside of drawers.
- ___ 5. Wash cabinets inside and out. If these cabinets are looking dry, you may need some orange oil. Contact me first before using oil.
- ___ 6. Reminder- -Always look for water problems under sink, behind toilet, in or around shower. (Look for any water damage every time you clean the bathrooms.)
- ___ 7. Shower- -Wipe around top of shower (on the ledge).
- ___ 8. Wash shower curtain rails
- ___ 9. Spray entire shower and bench with Bath Brite (diluted properly for the shower), wipe down, and rinse. Remember the threshold.
- ___ 10. Use Luster cream on faucet, hand rails, bench legs, and shower curtain rail. Remember to rinse off Luster Cream and dry.
- ___ 11. Toilet--spray the outside base of toilet with Alpha and let it set while cleaning inside toilet.
- ___ 12. Inside of toilet--pump water down with toilet brush (10 or 12 times). Use a quarter-size of Bath Brite on toilet brush, wipe around and around. Suds will form. Flush toilet.

Empty Room – Deep Cleaning Instructions

- ___ 13. Toilet ring--Use pumice stone or very fine screen. Keep stone or screen wet at all times or it will scratch.
- ___ 14. Wipe outside of the toilet and around the base of the toilet. Remember to wipe all around the toilet--even the back.
- ___ 15. Wash walls. Handrails, and bathroom shelves. Remember to wash call light string with Alpha.
- ___ 16. Reminder-- Did you wash the door frame in the bathroom?
- ___ 17. Use Luster Cream on the bathroom vinyl base boards, and up shower wall. Rinse. Will look like new.
- ___ 18. Wash floor with Alpha. Wash behind toilet with a rag. This will get everything.

YOU ARE NOW READY TO PAINT

- ___ 1. If the room needs to be totally painted, Maintenance can do this for you.
- ___ 2. If you need to spot paint, talk with your Administrator before doing so. Maintenance still may need to do the spot painting.

YOU ARE NOW READY TO SHAMPOO THE CARPET

- ___ 1. Set up your carpet machine with 4 gallons of water and 2 ounces of encapsulating carpet cleaner from Waxie. This is the only chemical that can be used in this machine. **(Do not use Syon 5 inside the carpet machine.)**
- ___ 2. Shampoo with even lines, slightly going over the last.
- ___ 3. **When the carpet is dry (overnight), vacuum to remove the crystals from the carpet.**

CLEANING THE CARPET MACHINE

- ___ 1. Rinse out dirty water from top tank. Turn upside down on towel to dry overnight.
- ___ 2. Put carpet machine on towel, disconnect clear hose on the back at bottom, drain, and leave open.
- ___ 3. Disconnect black hose. (This is connected to the small lid.) Leave it open to dry.
- ___ 4. Wipe any water out of machine, and the fill tank should also be dried out.
- ___ 5. Leave the machine overnight to air dry. These machines are very expensive--clean them! These machines will last for many years.

YOU ARE NOW READY TO SET UP OR STAGE ROOM

- ___ 1. Put up shower curtain. Hang it wet.
- ___ 2. Put up valances.
- ___ 3. New roll of toilet paper on roller (Leave outside paper on)
- ___ 4. Stock bathroom with extra toilet paper and Kleenex.
- ___ 5. Set up a display of towels.
- ___ 6. Make bed.

YOU ARE NOW READY FOR A NEW RESIDENT!!