CLEANING GUIDE

Your Student Housing License Agreement includes requirements for each resident to maintain their apartment. Once per quarter, a Residence Life staff will perform a Maintenance Inspection to check for cleanliness and general upkeep on the facility.

Help us maintain our apartments and keep your living space free of pests by following some simple housekeeping on a daily and weekly basis.

KITCHEN
- Wash dishes daily. Dishes with food particles will invite pests.
- Sweep kitchen floor weekly, at a minimum, and watch for food on floors. Remove any food from floors immediately and clean with damp cloth or paper towel to remove any residue.
- Mop vinyl floor two to three times per month. This will prevent build-up of grime and remove any food particles.
- DO NOT PUT LARGE QUANTITIES OF FOOD IN THE GARBAGE DISPOSAL. Some foods, such as pasta or rice will pack down and clog the disposal and is difficult to remove. Please throw these items away in the trash.
- Remove your trash at least twice weekly to avoid attracting pests.

BATHROOM/SHOWER/TOILET
- Keep your shower clean and mildew free – clean the shower walls and ceiling with any household shower cleaner on a weekly basis to prevent mildew (black spots) from building up. Warm, moist air is the number one reason for this build up and if left for long periods without cleaning, will stain the walls and ceiling.
- Clean floors at least twice per month to remove dirt and grime.
- Clean toilets using household products at least once per week.
- HELPFUL HINT: Avoid mildew on your toilet seat by leaving the seat UP! Steam from showers will create mildew and create an unsightly seat! All it needs is air.
- DO NOT PLACE HOT CURLING/FLAT IRONS ON THE COUNTERTOP. It will burn the countertop. Place a towel under hot curling/flat irons and not leave them unattended. Unplug before you leave the bathroom.
- AVOID CLOGGED TOILETS: Use bathroom tissue sparingly and do not put paper towels or sanitary napkins in toilets. If your toilet is clogged, call maintenance (during work hours) or the RA on Duty. Simple clogs may be plunged with a plunger, but sometimes this compacts the problem and the toilet may overflow.

LIVING/DINING ROOM/BEDROOM
- Vacuum carpets on a weekly basis.
- Spot clean any spilled liquids at that moment, using water and blot with paper towels or a towel.
- DO NOT PLACE ANYTHING HOT ON THE CARPET. It will burn the carpet. Irons should not be placed on any floor or countertop while hot.
The following are recommended products to keep your apartment clean:

**CLEANING PRODUCTS**

**Scrubbbers**
Recommend: Blue sponges, SOS pads®, Tuffy®, steel sponges
Do NOT Use: Brillo® pads, Chore Boy®, green pads

**All Purpose Cleaners**
Recommend: Ajax® liquid, Fantastik®, Mr. Clean®, Parson’s®, Spic & Span®
Do NOT Use: Ajax® powder, Comet® powder, abrasive powder

**Bathroom Cleaners**
Recommend: Lysol®, Pine Sol®, Tilex®, X-14®
Do NOT Use: CLR®

**Degreasers**
Recommend: 409®
Do NOT Use: Abrasive cleaners

**Glass Cleaners**
Recommend: Windex®
Do NOT Use: Abrasive cleaners

**Oven Cleaners:**
Recommend: Easy Off®
Do NOT Use: Abrasive cleaners

Report any maintenance, repairs, leaks or other problems to the Housing Services staff using the online Work Order (on the Housing Portal: https://housing.calstatela.edu/StarRezPortal). Emergencies may be reported directly to the Housing Services Office during office hours (M-F, 9:00 am to 5:30 pm) or to the RA on Duty afterhours/weekends at (323) 343-4807.