# Innis Residence – Cleaning Responsibilities

## GENERAL
- Ensure that all of your belongings have been removed from the suite
- If you registered your bike in the bike storage cage, ensure that you have taken it out
- Check your suite’s mailbox before leaving (any mail left after departure will be returned to the sender)
- Empty and clean out all garbage and recycling

## BEDROOM
- Vacuum all carpeted areas, including behind and under furniture and in the closet
- Arrange all furniture to its original location within the room
- Move any furniture away from the wall vents
- Remove all items from the closet, bookshelves, pedestal (end table) and desk. Wipe clean all of the shelves and drawers
- Remove any personal items from the walls and from behind the door
- Empty and clean out all garbage and recycling
- Leave the mattress/bedbug cover on the bed
- Make sure all of the furniture in your bedroom is for your room (ex. chairs and stools have letters on the bottom)

## KITCHEN
- Remove all food from the fridge and freezer
- Clean the inside and outside of the fridge (DO NOT unplug the fridge)
- Clean the inside and outside of the microwave
- Clean the inside and outside of the stovetop and oven, including the drawer under the oven and the range hood/fan
- Empty all of the kitchen cupboards, drawers and shelves
- Clean all of the kitchen cupboards, drawers and shelves
- Empty and clean out all garbage and recycling
- Sweep and mop the floors

## BATHROOMS
- Clean the mirror, sink, light fixtures, light switch, floor and counter top
- Thoroughly clean the shower/tub, including the taps, to ensure that all soap buildup and mildew is removed
- Clean the toilet bowl and the outside of the toilet
- Empty and clean out all garbage and recycling
- Do not remove the shower curtain. Leave it attached to the shower curtain rod

## COMMON AREA/LIVING ROOM
- Vacuum all carpeted areas
- Sweep and mop all floors
- Clean all windows, window sills and window blinds/ shades
- Remove any personal items from the walls and from behind the doors (including the coat hooks). Please leave your suite’s mailbox key hanging on the coat rack
- Wipe all the baseboards and wipe any marks off the walls
- Wipe clean and dust all of the furniture