

CLEANING RESPONSIBILITIES

Clean your apartment/room/suite following all the steps listed below.



University Commons, Residence Hall, RIT Inn, and Global Village furniture
Must be there and in good shape.

Walls/doors/door frames
Wash and remove any black marks, dirt, and grease.

Dressers/desks
Thoroughly clean inside and out.

Refrigerator*
Thoroughly clean inside and out. Make room for the new occupant to place his/her food.

Stove*
Clean the top burner plates, broiler, and oven. Clean and remove all burnt food and grease throughout the oven.
Clean under stove top and the drip pans under the burners.

Range hoods*
Clean the range hood and the light fixtures above the stove until they are free of grease.

Cupboards*
Thoroughly clean inside and out. Make room for new occupant to place his/her food.

Windows*
Wash inside. Wash the sills and window groove wells. If there is a sliding glass door, clean the glass and the door grooves.

Tile/linoleum floors
Thoroughly clean. Clean in the corners and around edges. Do not wax.

Carpeted floors
Remove all items from the floor and vacuum under and around all furniture.

Closets/pantry/storage area
Clean thoroughly. Vacuum floors and wipe down shelves. Make room for the new occupant to place his/her items.

Shower/sinks/fixtures/counter tops*
Clean thoroughly. Clean under sinks. Remove soap film from shower walls.

Shower curtain*
Clean or replace.

Toilet*
Clean thoroughly, removing all stains inside the bowl. Clean around base and tank.

Mirrors/medicine cabinet
Clean mirror with glass cleaner. Clean the inside of the cabinet. Make room for new occupant to place his/her items.

Window blinds*
Thoroughly dust.

Personal belongings
Should be picked up and put away to create a neat appearance for each room.

Garbage
Remove all trash to appropriate trash dumpster.

**Applies to apartments/suites and Global Village suites with kitchens only*

If the cleaning procedures are not followed or not done completely/properly, a cleaning service will be arranged to prepare the apartment/room/suite you are occupying for the new occupant(s).

The cleaning charges will be divided among the students living in the apartment/room/suite and placed on their student accounts. In addition, failure to prepare your apartment/room/suite for the new occupant(s) can result in your opportunity to renew the apartment/room/suite being revoked. If you have any questions or you would like Housing Operations to complete an inspection, please contact Ms. Loralyn Simmons at lcsapt@rit.edu.