

Cleaning Responsibilities

Before moving out of your suite it is the responsibility you and your suitemates to ensure the following tasks have been completed. Any areas left unattended, or any damages found, will lead to you being charged additional fees for housekeeping services. A suite and room inspection will be completed by a Residence Staff member prior to your departure.

GENERAL

- all garbage & recycling has been emptied & belongings from the suite have removed
- remove any furniture which does not belong to the Innis Residence
- wash & wipe all doors and door handles
- check that your vacuum cleaner is in good order (replace bag, check for all attachments)
- take your bike out of the bike storage
- remove all posters/decorations from the walls, bulletin boards, and doors
- remove all items (except suite cleaning supplies and equipment) from storage closet

BATHROOMS

- thoroughly clean shower/tub, tap & toilet to ensure all soap buildup and mildew is removed
- do not wash the shower curtain – leave it attached to the rod
- clean the mirror, sink, light fixtures, light switch, floor and counter top

KITCHEN

- clean the stovetop & oven, including the drawer under the oven and the range hood
- remove all food from the fridge and freezer, clean both inside and out
- DO NOT unplug the fridge
- clean the microwave inside and out
- empty and wipe clean the kitchen cupboards, drawers and shelves
- sweep and mop floors, including corners and edges

COMMON AREAS

- vacuum all carpeted areas & sweep and mop all floors
- wipe all baseboards & wipe off any marks on the walls
- clean all windows, window sills & blinds
- wipe clean and dust all furniture

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 heating fan coil units
- remove all items from and wipe clean all shelves and drawers in the closet, bookcase, pedestal & desk
- wipe away any marks or smudges off of the door, windows and around the light switch
- wipe & wash all walls, windows, baseboards and dust the blinds
- remove any personal items from the walls and from behind the door
- empty and clean out all garbage recycling
- leave the mattress cover on the bed
- make sure all your bedroom furniture is in your room

Be sure to sign-up for a room inspection before you leave, to avoid any unnecessary charges to your account. If you have any questions or an unsure of how to clean please speak to your Don or any member of the Innis Residence Staff Team. Your cooperation is greatly appreciated.