

STANFORD STUDENT HOUSING  
**Cleaning Guide**

Whether you live in a residence hall or apartment, use this cleaning guide to help keep your living space (reasonably) dirt free and healthy. Tailor the advice to your day-to-day cleaning, and use it as a checklist for the final inspection before you move out.

### THE TWO LAWS OF HOUSECLEANING

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1. **Divide and conquer.** You'll save both time and hard labor if you clean weekly and schedule tasks over the week—bathroom one day, kitchen another.



2. **Wipe up a spill right away.** You'll save yourself both trouble and expense if you don't wait for a spill to congeal into a sticky mess or dye the furniture a different color.

### THE 10-MINUTE QUICK CLEAN

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1. **Make the bed.** Smooth out the sheets and blankets; straighten the comforter or bedspread and pillow/s.
2. **Empty the trash.** Toss garbage in the dumpster, cans and papers and other recyclables in the recycling bins.
3. **Stuff your dirty laundry into a hamper or basket.** Big clue: if the hamper doesn't have enough room for everything, plan to do some laundry soon.
4. **Gather odds and ends**—the CDs you need to return, iPod speakers, poker cards—into a basket. Put food away.
5. **Dust.** Spray a little all-purpose cleaner onto a cloth or paper towels and wipe down washable surfaces.
6. **Sweep.** If you have a patio or balcony, sweep it.
7. **Vacuum.** First pick up paper clips, rubber bands, and bits of string that can clog the vacuum cleaner.

### CLEANING DOS AND DON'TS

- **NEVER MIX CHEMICALS.** Many chemicals can be toxic when combined, even on a sponge.
- **Always read labels** on cleaning products and follow directions.
- **Use the right product for the job**—for instance, don't use an abrasive cleanser (such as Comet) on woodwork.
- **Use rubber gloves** to protect your skin.
- **Avoid using powdered cleanser** (Comet, Ajax). It will scratch sinks, showers, walls, and tubs.
- **Store all cleaning supplies** out of the reach of children.



### GREEN CLEANING

Whenever possible, try to use environmentally-friendly cleaning supplies, such as those mentioned in the chart below. You can find them in most stores and at **Cardinal Mall**; it's also easy to create your own green cleaners from common household ingredients. Check out "DIY Household Cleaners," <http://www.thegreenguide.com/doc/120/diy#>

## VACUUM CLEANERS

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ID when you borrow these items.

In residence halls and houses, you can borrow a vacuum cleaner (as well as a hand truck and tools) from your RA or house manager. If you live in graduate housing, you can borrow a vacuum cleaner from your Housing Front Desk. You may need to leave a photo

## QUESTIONS?

If you have questions about cleaning tools or techniques—or if you can't remove built-up grime from a surface—contact your Housing Supervisor. A custodian will meet with you to offer cleaning suggestions and tips.

## HOUSECLEANING SERVICES

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No time to clean? You can order housecleaning service for your room or apartment through [Cardinal Mall](#). Services are available on a one-time, weekly, bi-weekly, or monthly basis.

## TIPS FOR GENERAL CLEANING

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### **Furniture**

Wash vinyl-covered chairs and sofa with a mild liquid detergent. Clean crevices and wipe dry. Remove the cushions and vacuum or wipe them with a damp sponge.

### **Upholstered furniture**

Spot clean if necessary. Vacuum; clean the crevices and underside with a damp sponge.

### **Wood tables, chairs, dressers, bookcases**

Wash all surfaces with glass cleaner, all-purpose cleaner, or a damp rag; wipe dry. Apply furniture polish if needed.

### **Plastic top furniture**

Wash with a mild liquid detergent and wipe dry.

### **Drawers**

Remove spills, stains, and adhesive shelf paper, then wipe with a damp cloth or sponge.

### **Mattress/box springs**

Every six months, clean both sides of a vinyl-covered mattress with a mild detergent and rotate it for more comfort and evenness. Wipe the frame clean.

### **Drapes**

Do not wash the drapes; washing drapes causes damage, for which you will be charged. See your Housing Supervisor for concerns about drapes and window coverings.

### **Window screens**

Wash the screen and frame with mild liquid detergent to remove dust and grease.

### **Carpets**

Vacuum regularly. Use the vacuum cleaner in your row house or one borrowed from your RA, Housing Supervisor, or Housing Front Desk. Remove spots as soon as possible with carpet cleaner solution. Before you vacuum, pick up items—for instance, paper clips, push pins, string, rubber bands, coins, and hairpins—that that can break the belt. Empty the vacuum bag when needed.

**Caution:** Be careful when using bleach or other chemicals near your carpet. Spilling bleach on a carpet will ruin it, and you will be billed for its full replacement.



### **Windows/glass doors**

Wash with a solution of ammonia and water or with a glass cleaner such as Windex. Use a squeegee to remove the solution and wipe dry with soft paper towels or newspaper. Wash during the daylight hours; streaks are hard to see under artificial light.

**Note:** If you live in Studios 1-4 at Escondido Village or Mirrielees apartments, use Windex and a soft paper towel to clean the film that coats the windows. **Do not** use abrasive materials on the film.

### **Walls, baseboards**

Dust walls and baseboards to remove cobwebs and loose dirt. Wipe down walls using an all-purpose cleaner and hot water solution; towel dry. Do not disturb ceilings.

### **Heaters (convectors)**

Dust and wash off with a damp sponge, then wipe dry.

### **Doors**

Wash sides, doorknobs, and frames with a mild cleaning solution.

### **Closets**

Wash shelves, walls, and doors with a mild cleaning solution and wipe dry. Remove all shelf paper.

### **Stairs**

Use a whisk broom or vacuum the stairs and treads, then wash with a medium-strength cleaning solution. Wash wooden rails glass cleaner, all-purpose cleaner, or a damp rag; wipe dry.

### **Walls**

Wash with a mild cleaning solution. Use a cleaner such as Formula 409 on black marks or heavy grease; rinse. Wash walls from the top down to avoid streaking. Wash baseboards. Do not use adhesive or masking tape on walls; it will damage the paint. For spot removal, use Mr. Clean's Magic Eraser.

### **Patios/balconies**

Remove personal articles from front and rear patios and balconies; sweep and damp mop.

## **CLEANING YOUR KITCHEN**

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### **Sink, splashboard, metal molding, disposal, and chrome fixtures**

Remove food particles from the sink. Wash it with a non-abrasive cleanser or cleaning solution. Rinse well and wipe dry to avoid spotting or residue. Do not use steel wool pads on the sink; they will scratch and discolor the porcelain.

### **Countertops**

Wipe counters with mild soap and water solution using a clean cloth or sponge and dry towel.

### **Bread/cutting board**

Wash with a mild soap and water solution. Use lemon juice to remove stains and odors.

### **Stove**

Wash the top, sides, front, control panel, drip pan, and oven drawer with a non-abrasive sponge and cleaning solution to remove grease and marks. Use a non-abrasive sponge and cleanser to remove residue from the drip pans, underneath, and on top of the rings around the coils on the stovetop. Scrubbing sponges will damage the finish.

### **Oven**

If your apartment has a self-cleaning oven, do not use an oven cleaner or chemicals. To clean, set the self-cleaning cycle; after the oven cools, wipe out all of the ashes. If you use chemical cleaners on the oven racks, first remove them from the oven and carefully follow directions on the container. Do not spill the cleaner; it will damage chrome, enamel, and flooring.

### **Trash/recycling containers**

To avoid pest problems such as ants, be sure to empty your trash and recycling containers frequently and wipe them out.

### **Stove hood/filters**

Wash the stove hood with a cleaning solution/degreaser. Remove and wash filters with hot, sudsy water or soak overnight in an ammonia solution. Rinse, air dry, and reinstall.



### **Refrigerator**

Wash inside walls, racks, vegetable drawers, crisper top, and door gasket (the rubber strip around the door). Wash the outside walls with mild detergent or baking soda solution, rinse thoroughly, and wipe dry. Wash top, sides, front, and drip pans that are located behind the lower front plate. When you defrost the freezer, do not use sharp objects, hair dryers, or other heating elements to loosen ice. Leave the refrigerator on a low setting after cleaning, and close the door.

### **Cabinets**

Wash inside, outside, and around the handles with a mild detergent solution. For sticky spots, use a grease-cutting solution; be careful not to scrub off the paint.

### **Drawers**

Empty completely and wipe out with a damp cloth. Remove shelf paper and wash sticky spots. Use an adhesive remover such as Goof Off if the shelf paper leaves a sticky residue.

### **Wood**

Wash with Murphy's Oil Soap and dry. Do not use furniture polish.

### **Paint and metal surfaces**

Wash with mild detergent and dry.

### **Linoleum or tile floors**

Sweep first. Use a sponge mop with cleaning solution, and rinse the floor to avoid streaking. Use Formula 409 on a double-sided scrub sponge to remove black marks. You don't need to wax the floors for the final inspection.



### **Sink and tub**

Open windows to ventilate. Wash the tub, tile, sink, chrome fixtures, toothbrush holder, and soap dish with a strong detergent solution. Rinse well and wipe dry to avoid spotting and residue. If you have allowed soap scum, mold, or mildew to build up on the bath tile—preventable with weekly cleaning—you probably will need to use a soap scum cleaner and stiff brush or scrubber to remove it from the tile grout.

**Note:** If you have a fiberglass shower or tub, please use a non-abrasive cleanser and a tile-and-grout cleaning spray.

### **Toilet**

Use a toilet bowl cleaner and brush. Flush the toilet and rinse the bowl to remove excess cleaner. For outer surfaces, squirt a small amount of cleaner on a damp sponge or rag and wipe off the top and side of the tank, handle, seat (both sides), behind and under the seat hinge, and the outer surface of the bowl.

### **Faucets**

Use a soft sponge or rag to wipe off faucets. Do not use a scrubbing sponge; it will scratch the finish.

### **Countertops and ledges**

Use a damp sponge to wipe down counters.

### **Mirrors**

Spray with a glass cleaner and wipe with a paper towel.

### **Decals**

Remove them with rubbing alcohol or cleaning solution.



### **Floors**

Sweep first. Use a sponge mop with a cleaning solution to clean the floor.

### **Walls, doors, knobs and ceilings**

Look for drips and handprints on doors and walls. Wipe with a sponge dampened with water. Use a small amount of cleaner if necessary. Wipe off mold and mildew spots with a damp sponge.

### **Windows/glass doors**

Wash with a solution of ammonia and water or with a glass cleaner such as Windex. Use a squeegee to remove the solution and wipe dry with soft paper towels or newspaper. Wash during the daylight hours; streaks are hard to see under artificial light.

**Note:** If you live in Studios 1-4 at Escondido Village or Mirrielees apartments, use a glass cleaner and a soft paper towel to clean the film that coats the windows. Do not use abrasive materials on the film coating.

## CLEANING: WHAT TO USE AND WHERE



Most products are available at Cardinal Mall and Target

For your	Use a	Such as	With
Sink and tub	Spray cleaner	<ul style="list-style-type: none"> <li>•  Method Tub and Tile</li> <li>•  Seventh Generation Shower Cleaner</li> <li>• Lysol Basin Tub &amp; Tile Cleaner</li> <li>• Scrubbing Bubbles</li> </ul>	Scrub sponge
Rust stains on sinks and tubs		<ul style="list-style-type: none"> <li>•  Bon Ami Polishing Cleanser</li> <li>• Bar Keeper's Friend</li> <li>• Comet</li> </ul>	Scrub sponge
Toilet bowl	Toilet bowl cleaner	<ul style="list-style-type: none"> <li>•  Ecover Toilet Bowl Cleaner</li> <li>• Scrubbing Bubbles</li> </ul>	Toilet bowl brush
Faucets, mirrors, windows	Spray glass cleaner	<ul style="list-style-type: none"> <li>•  Method Window Wash</li> <li>•  Seventh Generation Natural Glass and Surface Cleaner</li> <li>• Windex</li> <li>• Glass Plus</li> </ul>	Clean cloths, paper towels
Light fixtures, window screens, floors, walls, cupboards, countertops, trash cans	All-purpose cleaner	<ul style="list-style-type: none"> <li>•  Method All Purpose Surface Cleaner</li> <li>•  Seventh Generation All-Purpose Cleaner</li> <li>• Formula 409</li> </ul>	Sponge, clean cloths, mop
Vent fan, filters, refrigerator	All-purpose cleaner	<ul style="list-style-type: none"> <li>•  Method All Purpose Surface Cleaner</li> <li>•  Seventh Generation All-Purpose Cleaner</li> <li>• Formula 409</li> </ul>	Scrub sponge, plastic scour pad
White enamel on stoves, stove hoods, stove top	Dishwashing soap	<ul style="list-style-type: none"> <li>•  Method Dish Soap</li> <li>•  Seventh Generation Natural Dish Liquid</li> <li>• Ivory</li> </ul>	Scrub sponge, plastic scour pad
Disinfecting bathroom, kitchen, trash cans	Disinfectant	<ul style="list-style-type: none"> <li>• Lysol disinfectant spray</li> </ul>	Scrub sponge
Removing mildew in bathroom or kitchen	Mildew remover	<ul style="list-style-type: none"> <li>•  Method Daily Shower Spray</li> <li>•  Method Tub and Tile</li> <li>• Tilex</li> </ul>	Scrub sponge
Oven racks (out of oven)	Oven cleaner Cleanser	<ul style="list-style-type: none"> <li>• SOS oven-cleaning pads</li> <li>• Comet, Ajax</li> </ul>	Sponge, wire brush, and newspaper or other protection for cleaning surface