

Campus Housing | Bedroom and Washroom Cleaning Expectations

The following expectations are to help you ensure that your room is kept clean and hygienic throughout your stay on campus, and then cleaned to an acceptable standard prior to your departure. **IT IS NEVER ACCEPTABLE not to clean a shared washroom weekly!**

Time Required: 30-60 minutes per week. Both individuals in a shared washroom are responsible for ensuring weekly cleaning is completed. If you have been cleaning on a weekly basis as per the expectations, it should take you 2-4 hours to thoroughly clean the room and washroom before you check out.

Cleaning Tools Onsite (via sign out system): Vacuums, brooms/dustpans, mops and buckets are available and can be signed out during office hours.

Cleaning products required to bring with you: glass cleaner, all purpose spray, shower cream, toilet cleaner (abrasives not permitted - student liable for scratches/damage to shower unit), non abrasive cleaning cloths/pads. **Bleach products not permitted** - use bleach alternatives such as oxy.



- **Toilet:** Scrub inside toilet bowl with brush and cleaner | spray and wipe under seat and around rim of bowl | spray and wipe outside the bowl on the front, sides, and floor/wall around and behind toilet
- **Shower:** Launder shower curtain minimum once monthly | scrub shower doors, walls and floor with spray and non abrasive cleaning pad (if discolored, scrub harder to clean) | spray and wipe faucet/showerhead
- **Mirror, Sink & Countertops:** Wipe mirror with glass cleaner | spray and wipe sink and faucets, countertop, towel holders, light coverings, light switches and both sides of the door and knobs
- **Walls & Doors:** Spray and wipe dust, handprints, stains and scuff marks from washroom walls, ceilings (including air vent), doors, and toilet paper holder



- **Fridge:** Defrost once every six months and/or prior to checkout, by turning temperature knob to zero or unplugging for a minimum 6 hours. **DO NOT** use any sharp objects to chip at ice buildup (fee applicable for damage or failure to defrost) | empty and dry the drip tray | wash inside and outside the fridge using a mild dish soap only | pull fridge out to clean underneath and behind it
- **Microwave:** Carefully remove glass and clean the interior top to bottom | wipe the outside | pull microwave out to clean underneath and behind it | wash glass and put back inside microwave
- **Countertop & Sink:** Spray and wipe countertop, backsplash, and top and bottom of shelves | gently wipe walls around the kitchenette, paying attention to food splatter and debris | wipe sink and taps
- **General:** Ensure garbage is emptied and taken to dumpster | rinse and scrub garbage can clean



- **Room:** Dust and wipe all flat surfaces including top and bottom of shelves, window ledges, blinds, and inside desk drawers (before checkout), | wipe heating unit once monthly | gently wipe handprints and scuff marks off walls
- **Bed:** Vacuum floor underneath, inside drawers and under mattress | wipe inside drawers and outside of bed
- **Desk:** Wipe all surfaces | vacuum out and wipe all drawers
- **Floors:** Sweep, or vacuum and mop entire area
- **Door:** Wipe all handprints and scuff marks from the inside of the door, including interior/exterior knobs
- **PTAC (heating/cooling unit):** Spring *April-May* and Summer *June-August* checkout: turn unit off (**DO NOT** leave air conditioning on) | December checkout - turn unit to low heat (**DO NOT** shut off)
- **Upon checkout DO NOT LEAVE ANY ITEMS BEHIND** in room, washroom, lower and upper lounges, or on the ground outside garbage bin | \$50 minimum disposal fee | if you have items for donation, contact Housing staff

BEFORE CHECKING OUT:

1. If you're unsure you've met the room cleaning expectations, you can set up an appointment for a room inspection with the Manager, Residence Advisor (RA) or Caretaker during posted office hours. Cleaning charges will apply to rooms not left in the expected condition as noted above.
2. **Check your mailbox to ensure it is empty before you return your keys.** We DO NOT forward mail - mail arriving after your departure is returned. You can contact the Post Office 2 weeks prior to your departure to have your mail forwarded.
3. **Ensure your home address is current or wire transfer information has been provided.** Deposits are returned by mail within 2-4 weeks, AFTER room has been assessed by staff.
4. If you are leaving for the summer but are returning in the fall, you must complete and submit the Return Application before the deadlines. Visit our website. We automatically hold deposits and refunds for students who are returning.
5. Return your keys to the office or put them into the key slot on the office door before noon on the Semester end date or end date of your extension (this must be done during open hours when the lower lounge is accessible).
6. Missing and non-returned keys: \$20 fee per key. \$85 fee if no keys returned