

Canadian Hispanic Housing Co-Operative Ltd.
Las Americas Villas

OPERATING MANUAL • POLICY & PROCEDURE

HOUSING POLICY

SUBJECT:

CLEANING INSTRUCTIONS

APPROVED BY:

BOARD OF DIRECTORS

DATE OF APPROVAL:

DATE OF AMENDMENT OR REPLACEMENT:

Preamble: The Cleaning Instructions are to be considered a guideline to be used by the Member in preparation of a move. It is noted that the instructions are not inclusive as each situation will be unique to the Member situation and living style.

- A. In accordance with the Occupancy Agreement, By-laws and applicable policies and procedures, Members are required to vacate the premises by **12:00 noon** on the last day of the month.
- B. A move-out inspection is to be arranged with the Manager and/or Board of Directors in advance of the move-out date. The inspection will take place during regular working hours.
- C. The Co-operative will set off against the value of the shares and/or security deposit any cleaning and/or repairs that is required and determined by the Board of Directors to be owed to the Co-operative.
- D. Cleaning and/or repairs that are required will be charged against the Member account at the prevailing hourly market rate plus any applicable labor, material and/or administration charges.
- E. Carpets are to be cleaned professionally and charged against the Member account if not already done.

The following is a listing of items that should be attended to in preparation of the move-out inspection:

Kitchen

- 1. Refrigerator to be defrosted completely and washed thoroughly, both inside and out,

- including racks, drawers, etc., fridge rubber gasket cleaned between grooves.
2. Stove-oven, top, control panel, hood, oven racks, sides, burner pans and rings, under burner pans.
 3. Pull out stove and fridge and clean walls and floor behind; please leave pulled out for inspection.
 4. Inside cupboards, drawers, cupboard doors should be thoroughly washed.
 5. Sink and counter top washed.
 6. Floor washed and to be stripped of wax if necessary and re-waxed.

Living/Dining Room and Bedrooms

1. Window ledges washed free of dust and dirt.
2. Balcony cleaned and swept off.
3. Heater ledges/covers washed free of dust and dirt.
4. Closet shelves cleaned and washed.
5. Carpets vacuumed and shampooed. **(Use of portable rental units may not do an adequate job.)**

Bathroom

1. Tub and tile thoroughly cleaned and HARD WATER SCALE REMOVED.
2. Toilet scrubbed thoroughly inside and out.
3. Cupboards washed out.
4. Mirrors polished and sink cleaned. All scale build-up removed from taps and surrounding area.
5. Water splashes washed clean.
6. Floor washed and stripped of wax if necessary and re-waxed.

Miscellaneous

1. Storage rooms/areas left clean and washed.
2. All windows and patio doors cleaned inside and out, including the window tracks.
3. All window coverings must be removed, including hardware.
4. Hallway shelves and linen closet to be washed.
5. Walls and baseboards to be washed thoroughly.
6. All trash to be removed from the unit.
7. Wash all light fixtures and replace burnt-out light bulbs.
8. Vacuum all window and patio ledges. Dust tops of all door and window casings.
9. Wipe clean all doors.

Basement

1. All appliances to be clean and in good working order.
2. Furnace room and equipment to be left dusted and cleaned.

Exterior

1. Grass to be mowed in both front and back yards.
2. All debris to be removed from both front and back yards.
3. Fence to be repaired (if required).
4. Patio/deck to be cleaned and in good repair.
5. Light fixtures in good repair and with working light bulbs.

Areas that are often overlooked during cleaning are:

- Underneath the drip pans on the stove;
- All cupboards and closet shelves;
- The floor behind the stove and refrigerator;
- The refrigerator insulation liner;
- The exterior and interior of all cabinet doors;
- Light fixtures and bulb replacement;
- Dirt in concerns - especially kitchen and bathroom; and
- De-scaling of hard water stains on bathroom tiles.