# Bathroom Clean-up Responsibilities

* **Dust ENTIRE restroom, all fixtures and ledges**
* **Complete detail of showers, sinks, tubs (shower cleaner on surface and clean grout with brush, glass cleaner on doors, aluminum and chrome.**
* **Countertops – all purpose cleaner**
* **Mirrors/Windows – glass cleaner**
* **Toilets: inside – toilet bowl cleaner; outside, lids, seat, base – all-purpose cleaner**
* **Floors – swept and mopped**
* **Trash – taken out**

## Kitchen Clean-up Responsibilities

* **Dishes – wash all and put in correct spaces**
* **Stove, ovens, and microwave – clean inside and out**
* **Countertops - wipe clean (moving appliances and wiping behind and underneath.)**
* **Clean all glass fronts, tables, and windows with cleaner**
* **Dust all rails, ledges, and appliances**
* **Vacuum all rugs, sweep floors**
* **Bathroom - clean**
* **Laundry room/pantry: Dust floors, cabinets, sink**
* **Screens from stove vent – clean twice per week**
* **Trash – clean can daily**
* **Trash – taken out to the road on Mondays and Thursdays**

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# Dusting Responsibilities

* **All furniture, vents, rails, base (a.m.)**
* **All fixtures in dorm room and upstairs/downstairs foyers (a.m.)**
* **All furniture, vents, rails ledges, base boards (p.m.)**
* **All fixtures in conference room, study/dining area**

**and sitting room (p.m.)**

# Vacuuming Responsibilities

* **Upstairs carpet**
* **Downstairs rugs / straighten tassels**
* **Sweep steps and polish with wood cleaner**
* **Wipe rails with clean cloth.**

# Grounds Responsibilities

* **Pick up loose trash**
* **Pick up pine cones, sticks and yard debris**
* **Blow off driveway**
* **Make sure trash cans are taken in and put out on scheduled**

**trash pickup days**

* **Sweep out garage and take out trash**

# Porch Area Clean-up Responsibilities

* **Sweep off porch areas and rugs**
* **Wipe off rails and posts**
* **Sweep steps**
* **Knock down all spider webs**