



tips for keeping your property  
**clean and tidy**

## general cleaning advice

- **Clean up any and all messes immediately.** You will get into the habit of doing this after a while. Once you walk away from it, chances are that you won't go back to it.
- **Make a habit of cleaning up as you go!** This saves time and keeps your home clean and organised. Washing dishes as you cook works great and prevents the large pile to wash after the meal.
- **If you can't clean as you go, take 15 minutes a day to clean your home.** It's a tempting thought to try and clean the entire house all at once, and if you can do that great! However, most don't have that much time set aside on any one day. Instead, start with the kitchen and bathroom. These are two rooms that should always be clean and sanitary. Make it a goal to clean those two rooms and keep them clean. Then work on the rest of the home. Once you have a room clean and organised make an effort to clean as you go so that it stays that way.
- **Keep a bag/box for items that you no longer use/need.** This includes clothes, old lecture notes, books,... whatever is in your home that's not being used. Keep everything labeled with the date that you put it in the bag - get rid of it after seven days. You can donate it, sell it, bin it - just get rid of them! The idea here is to get rid of clutter, not just to move it from one place to another.
- **Clean during commercial breaks.** If you watch TV, have everyone hop up during commercials to do simple tasks like putting shoes away, hanging up coats and bags etc. Three people doing that three or four times through a 1/2 hour TV program equals a sum close to an hour of work! In addition, this ends up feeling more like a game than a chore.

## kitchen

- **Never go to bed with a dirty kitchen.** Even if you can't get to the dishes right after a meal, make sure the kitchen is clean before bedtime to prevent an unmanageable mess.
- **Clean out your sink.** After dinner each night, wash the dirty dishes that have accumulated through the day. If you have a dishwasher, load the dishes in for cleaning. If you don't, set them in a rack to dry once hand cleaned. When the sink is clear, wipe it down with soap and a dish towel to sanitize and clean it. Rinse with water. This step should take only minutes to complete.
- **Spray a kitchen cleaner on the stove top, tabletops and counters.** Then wipe down with a clean paper or cloth towel. Be sure to clean any spots or stuck-on food as you go. It should only take a minute's worth of work.
- **Inspect the kitchen floor for any spots or spills,** and use the same cloth you used on the counter to wipe them up. You don't need to use spray cleaner unless the spots are really stuck on. Aim to spend about 30 seconds to 1 minute on this task.
- **Sweep the floor with a brush quickly if necessary.** If there are food particles or visible dirt, you need to get rid of it before it builds up later. Spend 1 to 2 minutes on this job.
- **Set rules in your house to require everyone to pitch in.** If someone goes in to get a snack, make it clear that it's their responsibility to clean up immediately after they make the mess.

## bathroom

- **Spray a glass cleaner on the mirror if it has spots on it.** Use a paper or cloth towel to wipe it down quickly. It should take only a few seconds, and if there's no visible debris on the mirror, skip the step. You'll get to it when you do your heavier cleaning.
- **Wipe down the sink with the same cloth you used on the mirror.** If you didn't clean the mirror, simply

spray the cleaner in the sink and on the faucet and wipe up. Spend no more than 30 seconds on this step unless you have trouble spots that need attention.

- **Use the same cloth from the sink and mirror to wipe down the edges of your toilet seat and rim.** Make sure to do the toilet last. These tasks only take 1 minute to do.
- **Scrub the toilet bowl with a toilet brush if there's a visible ring.** It should take only 30 seconds. Leaving a ring to sit will make heavier cleaning and take longer. If there's no ring, skip it for later.
- **Spray an all-purpose daily cleaner on the shower doors or curtains, and wipe down with a clean, dry cloth.** Once you get this in to your routine, it should take 1 minute and will help drastically cut down on the build-up of soap scum.

## bedrooms

- **Take 2 minutes to make the bed.** If you're in a hurry, pull the comforter over unkempt sheets, and smooth it down. You'll be getting in it soon anyway.
- **Hang your worn clothes from the day on hangers, or toss them into the dirty clothes hamper.** Take a minute to put away any jewellery or accessories, which will help keep the room clutter free.
- **Clear off the nightstands from last night.** Remove any old water glasses, magazines, or items you don't need right by the bed, and put them in the proper place. This should take 30 seconds.

## living room

- **Straighten up the sofa.** Remove any toys, books, or junk, and fluff the pillows. Fold any throw blankets, and put them back in place. This step takes 1 to 2 minutes, and is essential in keeping the room clean.
- **Wipe down table surfaces with a clean cloth to remove crumbs, prints, or water rings.** Spending 1 minute on this step will ensure you're lightening your load when it's time to do a more substantial cleaning job.
- **Use a hand-held vacuum to pick up any dirt, food, or miscellaneous grime on the floor or rugs.** Take 1 to 2 minutes here, and don't forget to zip over the surfaces of sofas or chairs if needed.
- **Clear the floors of any clutter.** Take up to 4 or 5 minutes to put away any toys, books, games, or other items that aren't where they belong. With this last step, your home should be in top shape for the day.

## what to do at the end of tenancy

Your property will have been handed to you in an immaculate condition and needs to be handed back in the same condition, ready for the arrival of the new tenants. Please do not leave the final clean to the last minute – it often takes several days to properly clean the property ahead of moving out.