

ow the walls should be ready for you to give them a quick going sponge or rag. The cleaner will have loosened most of the dirt you won't need as much elbow grease. Lastly, rinse and dry the

w that the shower walls are clean, you can concentrate on the or. You can again spray this with your bathroom cleaner, let it scrub it with a scrub brush. To make the job even easier scrub tion of the grooves on the shower floor.

se and put everything back where it belongs. keep your shower looking clean, as well as, making the job of easier, try using a daily spray cleaner in your shower.

p and high humidity can make a clean shower stall moldy and t a few weeks. Regular cleaning, however, will kleep it fresh

Line cabinet mirrors should be cleaned with a glass cleaner.

en you clean your sink, don't forget to scrub around your faucet well as your soap dish.

maintain a clean sink, rinse the sink after each use. Don't forget the water before you leave the bathroom.

ne A Way will quickly remove any white scale that sometimes s around the handles.

sure to clean your toilet, at least once a week, inside and out. bowl cleanser inside the bowl, let set for a few minutes. Then a toilet brush.

the outside of the toilet, you can use a general bathroom cleaner thorough wipe down.

Illini Manor Cleaning Tip



In order to keep up with your cleaning throughout your tenar following are some cleaning suggestions. These are based o years of experience. If you will read through this guide and the effort, you will find that your apartment will be cleaner d stay and make it easier for you to clean up upon your departu

What You'll Need:

The following are cleaning agents and supplies that will mak easier.

- Scouring Powder: Comet or Ajax.
- Bathroom Cleaner: Dow Bathroom Cleaner or Lysol Foar
- All Purpose Cleaner: Fantastic or 409.
- Oven Cleaner: The SOS pad dispenser types seem to and have the least risk of misuse or in Consumer Reports tends to recommen the aerosol types.
- Steel Wool: You will probably need some steel wo the oven and range. We prefer the SO
- Windex Cleaner: Windex or Glass Plus.
- Tile Floor: Top Job or Mr. Clean.
- Toilet Cleansers: Vanish or Tidy Bowl. (Comet and a s work great and will save you money i mind using rubber gloves.)
- Other Supplies: Rubber gloves (for use with the oven paper towels, sponges, Scotch brand s pad (good for tile floors, shower floor shower walls), as a toilet brush -- we r the sponge or Scotch scouring pad typ bristle type brushes tend to scratch the you aren't careful.)

Get into the specifics about your individual units, we would like to address some general topics about the building.

Do Dump It:

Ill. F, 1 states "The Tenant shall dispose of garbage only in dumpsters at the East side of the building. Leaving apartment or garbage in the hallways, vending room, or laundry room trash is prohibited."

Trash bins are located outside by the bike racks at the East end of the building. All of your trash & garbage should go in one of the two bins. Please, don't unload your refuse in the Laundry or vending room trash cans. Please be sure to empty your garbage bins to prevent pests and unpleasant odors. We also ask that you do not leave trash inside your apartment until you are ready to dispose of it at the building trash facility. More specifically, out of courtesy to your neighbors, please do not place it outside your apartment door!

Recycling: Newspapers, plastic and glass can be left in recycling dumpsters.

Policy!

That smoking is **not permitted** in the common areas of the building. *This includes: hallways, stairwells, elevator, laundry room, vending room, office and yes, even the front entry way.*

Due to the need to smoke, please do so in your apartment with your windows open (this creates some ventilation and escape for the smoke) and go outside the building. However, if you do smoke outside, we ask that you take an ashtray with you and not leave your butts in the building, flowerbeds or landscape areas. Leaving butts in these areas makes the building look less attractive for all who live here and creates more work for our cleaning staff. We appreciate your cooperation.

Some residents living in Illini Manor who are allergic to smoke. Please be considerate of your neighbors.

KITCHEN & BATHROOM FLOORS: Clean the vinyl floors with an all-purpose cleaner. Use it straight on particularly dirty areas (like the edges under the oven and refrigerator), and as always, a little Scotch scouring powder works well on stubborn stains. It is important that you rinse the floor thoroughly with clean water to remove the residue. They get quite sticky otherwise and collect dirt like magnets.

Bathroom Cleaning:

As you know, we strongly suggest that you meet your suitemate for no other purpose than to plan your bathroom cleaning schedule. We have provided you with this handy form in your "Surviving at Illini" packet. If you find that you are in need of another one, please contact the office. The key concept is that you both agree to share the cleaning responsibilities in some way and clean the bathroom on a regular basis.

Since you share your bathroom with another person, this makes it more important for good cleaning practices.

We find that a foaming disinfectant cleaner makes the bathroom cleaning easier and more pleasant. However, if you use a general bathroom cleaning product regularly, you should find this task just as easy. Scotch scouring powder will be almost a necessity for the sink top and floor. Use this with a sponge or Scotch scouring pad (Do **NOT** use steel wool anywhere in the bathroom).

No one likes a dirty shower!! The **shower walls** will need to have soap accumulation removed. If you think your shower walls are dirty -- use the same finger nail test that we use and see what comes off. You'll probably be surprised! When cleaning, be careful not to scratch or remove the paint....try a scouring product and a sponge in warm water. On heavy deposits, try a Scotch scouring pad but use it lightly.

* Remove all items such as soap, shampoo, etc. from the shower. Wet down the walls with warm water (a 32 oz. plastic beverage bottle is a great rinse cup), evenly spray the walls with cleaner, and then wait while the cleaner does its thing.

ROOM (MAIN AREA)

Use an all-purpose cleaner and a sponge to remove scuffs and employ a scouring cleanser for stubborn stains and marks. Try a scrubber, it works wonders.

When you clean your blinds on a regular basis, you should find this a very easy task. Use a wet rag, wrap it around one slate at a time, starting at the top and sliding the rag down. If they are in bad shape, use a plastic cover and the inside of the plastic cover. Both need to be cleaned. Both clean up easily and will only take a few minutes. During the cooling season, the air conditioner filter should be cleaned no less than every other week. This should keep the unit cooling effectively.

To clean the filter, simply slide it out of the cover, brush off lint, and if there is a rougher dirt you can spray it with foaming bubbles, let stand for 10 minutes.

To clean the cover, you will need a hand held broom or paper towel. Spray the front cover with foaming bubbles and clean with a Q-Tip. You need to clean the vent slats to assure proper airflow and proper functioning of the unit.

Use a window cleaner and paper towels. To do the outside, tilt the windows in and remove the screens. To do this, use a two finger grip on the window about two inches. Then slide the two fingers from the top toward the center and pull in. With the window tilted, clean its exterior surface and remove the screen (pull the screen down and the screen in and up. If you don't have the pins you need, use a butter knife or other flat object to pull the screen down and up by pressing on the top of the screenframe). Then put the screen back in the normal open position. With the screen removed, clean the rest of the exterior surfaces of the upper pane and the lower pane. We have long-handled window cleaning tools to loan if your reach is too short. (Don't take any chances and lean out!)

We are pleased to see that so many of you are using our laundry room and vacuum check out. However, we do have a few simple rules we ask you to follow:

Laundry Room:

- * If you spill something, please clean it up.
- * Clean lint trap on dryers before and after use. This will help the dryers to operate better and dry your clothes more efficiently. Please dispose of the lint in the trash can.
- * Trash: Only dispose of empty laundry soap and fabric softener containers in the laundry room trash. All personal trash from your apartment should be emptied in the dumpster outside the building.

Vacuum Rules:

For the benefit of all of those who would like to use the vacuum, if you can't seem to ever find them in the laundry room, we need to remind everyone of our Four Vacuum Commandments.

- * Vacuums must be signed out with name, vacuum number, and apartment number.
- * Only the person who signed it out can use the machine, passing down the hall, as this just serves to make our vacuum sheet useless.
- * The vacuum should be checked out for no longer than 30 minutes at one time.
- * Our vacuums are not to be used as room decorations or coat racks.

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Refrigerator: Defrosting and cleaning the refrigerator is a MUST. Switch to the "defrost" position and then you can speed the process with pans of warm water. **DO NOT CHIP** at the ice, as a sharp knife can puncture the coils, which could mean buying a new refrigerator. When it is defrosted, wipe it out well with a sponge and warm water and dry thoroughly. Stubborn stains can be removed with a sponge and a scouring powder. The door gasket may need to be cleaned -- it has accordion like folds that trap crumbs and should be cleaned your refrigerator several times a year.

The best way to clean the oven also requires the least time and we have found that by applying the oven cleaner and letting it sit overnight you can almost just wipe it clean the next day. 2 words of advice First, be sure to turn off the oven circuit breaker before you begin. Second, when using any oven cleaner, be careful not to touch the heating elements, chrome handles on the door or drawer, or the floor. The chemicals will eat holes in the heating elements, leave a white finish on the chrome handles, and turn the tile floor a bright green! Rubber gloves will save your hands from blisters (most oven cleaners use Lye which is very caustic). If you experience any burning sensation, rinse the area immediately with water.

Stains and burnt on food will usually give way to steel wool or an old fashioned elbow grease. Apply extra oven cleaner on the counter if necessary. Your back will quickly tell you that it is easier to clean the oven racks on the counter top. They remove easily and a good scrub will help get the tough stuff off.

Check the edge around the oven cavity or the sides of the door. We frequently find these areas in need of cleaning even if the oven cavity has been cleaned to perfection.

A clean oven is staying on top of it. It is a much easier job to do a few minutes once a month to clean it, rather than doing it all at once where the job is then more difficult.

Range: The first thing to do is check the **drip tray** that slides out above the control panel. If it is dirty (and it usually is) you can simply slide this out and place it on the counter top to the right of the stove. It will clean up with soap and water. Next you'll probably need to clean the burner elements, trim rings, and drip pans.....they usually get quite greasy!

The **burner elements** will usually clean up with soap and water with the aid of steel wool. If a plastic container or bread wrapper has melted on, then it may be beyond hope.

The **burner rings and drip pans** always need cleaning, unless you've covered them with aluminum foil before you cooked your fire (in this case all you'll need to do is to change the foil). To make cleaning easier, both the drip pans and the trim rings are removable. To remove: 1) be sure the circuit breaker is off, 2) lift the burner element with one hand and pull out the drip pan with the other, 3) slide the element through the range top hole and let it rest on the surface below, and 4) grasp the chrome ring and pull up -- it will remove with a gentle tug. The range top can now be easily cleaned without these obstacle in your way and the drip pans and trim rings can be cleaned individually in your sink. SOS or any other brand of steel wool pads will make the job go easier.

Counter Top, Splash Guards, and Door Fronts: These need to be cleaned and may require a fair amount of work if you allow them to get splattered with grease. The best way we have found to remove dried grease splatters is a light application of steel wool tea with a scouring powder. Rub gently with the steel wool so that you do not scratch the surface. Then rinse thoroughly and use a glass cleaner and a paper towel to give it a shine and remove the streaks.