

Kitchen and Dining Room Winter Break Cleaning Check List

Please remember that house inspections will be conducted during Winter Break. Your house can be billed for an incomplete/incorrect cleaning.

Kitchen

- _____ Wipe clean ceiling
- _____ Wipe clean all wall including all baseboards
- _____ Wipe clean both sides of all doors and door frames
- _____ Wash all windows/sills and ledges
- _____ Wipe clean both sides of cupboard and cabinet doors
- _____ Remove any food spills inside cupboards, cabinets and drawers
- _____ Leave all refrigerators and freezers turned on and plugged in.
- _____ Remove all leftovers and perishables from refrigerators
- _____ Clean spills from interiors of refrigerators and freezers
- _____ Wash clean doors and handles of refrigerators and freezers
- _____ Scrub clean griddle and stove top, wipe clean sides and front of ovens
- _____ Empty and clean the grease catch trays below the grill and burners
- _____ Clean and replace grease filters in exhaust hood in vertical position
- _____ Wipe excess grease drippings on hood system
- _____ Wash down all work tables and counter tops including the legs and shelves
- _____ Clean the catch trays and spigots on juice and soda machines
- _____ Scrub clean all sinks and around faucets with an "Ajax" or "Comet" cleanser to remove grease, mold and mildew build up
- _____ Run garbage disposal until clear
- _____ Drain and clean out the filters located in the bottom of wash basin. Turn off your

Sanitizer.

- _____ Refill all soap and paper towel dispensers
- _____ Clean can opener
- _____ Remove all recycling
- _____ Sweep and mop entire floor. Be sure to clean under counters and appliances
- _____ Empty trash cans
- _____ Shut and lock all doors and windows and turn off the lights

Dining Room

- _____ Wipe clean all walls including baseboards and ledges
- _____ Wipe clean both sides of all doors, door frames, including sliding and glass doors
- _____ Wash windows and sills/frames
- _____ Wipe clean all tables and counters including the legs and underside of each
- _____ Wipe clean all chairs including the legs, backsides and cushions
- _____ Sweep and mop or vacuum entire floor
- _____ Shut and lock all exit doors and windows and turn off the lights

Pantry

- _____ Wipe clean shelves for spills
- _____ Remove empty boxes/trash
- _____ Put all opened packages of grain, rice, flour etc. into sealable containers, make sure the containers are labeled and are tightly sealed.
- _____ Make sure all other existing container lids are sealed
- _____ Sweep and mop floor
- _____ Shut and lock door and window(s) and turn off the light.

Kitchen Bathroom

- _____ Clean toilet and sink
- _____ Empty trash can
- _____ Sweep and mop floor
- _____ Refill soap and paper towel dispensers

Please put into your pantry any house owned items that you would like to store. Locks on all kitchen pantries in the Student Operated Kitchens will be changed during Winter break.

If you have any questions please contact your Housing Building Manager for additional information.