



Recommended Apartment Care

Suggested Appliance Care

Stove

Clean as needed with a soft cloth and sudsy water. For baked on food stains, use a scotch brite or similar type of sponge. For self-cleaning ovens, do not apply any chemicals before setting the self-cleaning function. Do not use harsh abrasives on the glass flat top stove surface as it will scratch.

Refrigerator

Regular cleaning as needed, wiping down with a soft cloth and sudsy water, is recommended. Rinse clean with soft damp cloth. To conserve energy, adjust refrigerator and freezer controls to the warmest setting that will still preserve food (varies by unit). Clean out refrigerator of old/spoiled foods to limit odors/germs, particularly if you plan to be away for an extended period. The freezer is frost-free, so you should not experience ice buildup or a need to defrost.

Microwave

Wipe all surfaces with a soft cloth and sudsy water. Rinse clean with soft damp cloth. Remove glass rotating plate (if applicable) and hand wash in sink. Never place metal objects in the microwave.

Dishwasher

Use detergents designed for dishwasher-use only. Regular liquid soaps and detergents will cause excess suds, and flooding of the unit. Jet-Dry or similar product may be used to assist with spotless drying. When practical please utilize the energy-saver setting to conserve energy

Garbage Disposal

To operate the disposal, first turn the water on in the kitchen sink, then flip the switch on the kitchen wall to turn on the disposal, leaving the water running throughout the entire process. Use care when putting food down the disposal so as not to touch the disposal blades. Never reach into the disposal when it is running. Do not turn on the disposal if foreign objects (i.e. silver ware) have fallen down into it, as it will ruin the disposal blade (and the foreign object). If you believe an item has fallen into the disposal, and you are not able to easily and safely retrieve it, contact maintenance for assistance and do not operate the disposal in the interim. You can periodically clean the disposal by emptying a tray of ice cubes into the disposal and grinding them thoroughly. Do not pour grease into the sink or disposal; pour it instead into an empty jar or can and dispose with your trash after it has cooled.

Washer/Dryer

Please use only low-suds detergents in the washers, which are readily available at most grocery stores. Do not overload the washers or dryers or they will not perform correctly and could cause damage to both the machines as well as your items. Clean the lint trap in the dryer before every dryer cycle to ensure optimal drying efficiency.

Heating/Air Conditioning System

Your apartment is equipped with central heat and central air conditioning for your comfort and convenience. You control the temperature in your apartment unit. To make your apartment warmer, turn the thermostat dial to the right such that the indicator is on the desired temperature. Turn the dial to the left to achieve a cooler temperature. Please immediately report problems with your heat/air conditioning and water heater to management. All maintenance and regular service to your heating/air-conditioning system will be performed by maintenance or an approved outside vendor.

Bathroom/Kitchen Surface Care

Please use regular commercially available cleaning products designed for household applications when cleaning counters, toilets, sinks, and tubs/tile. Avoid harsh abrasives that will scratch surfaces. Surfaces should be cleaned regularly to prevent permanent staining, mold, mildew and unsanitary conditions.

To prevent mold/mildew in bathrooms and kitchen areas, the following is recommended:

- Install a plastic shower curtain liner that stays inside the tub surround to prevent water from reaching the floor outside the tub
- Use a bathmat or other absorbing item to step onto when exiting shower so water does not pool on the floor and collect at floor edges
- Turn on the bathroom fan while showering or bathing, and leave on for a period after to remove moisture
- Clean and disinfect surfaces regularly, and wipe down wet surfaces with a dry cloth to prevent collection of moisture pools

Plumbing Care

Your shower(s) have been fitted with showerheads and fixtures consistent with the building specifications and building code. Residents may not install their own shower heads or bath fixtures.

Please do not dispose of items in the toilets other than toilet tissue. Paper towels, napkins, sanitary products, and other items will clog and damage the plumbing and cause a back up. Plumbing repairs resulting from resident negligence will be charged to the resident.

Always report to maintenance plumbing leaks, drips, running toilets, loose fixtures or cracks around the sink, tub and toilet. Water conservation is everyone's responsibility!

Window Washing

We recommended cleaning the inside of your windows as needed, for aesthetic purposes primarily. Management is responsible for periodic cleaning of the window exteriors. Check that locks function properly for safety reasons, and report any problems to management.

Floor Care

Linoleum

Your kitchen and bathroom(s) are covered with linoleum flooring. Vacuum the floor thoroughly prior to mopping. Most products are fine to clean linoleum, however wax or oil-based items are not recommended as they dull the finish. Do not soak floor when mopping, especially near edges/seams as the water may soak into the cracks and eventually cause lifting. Swiffer mops and similar products are great on these surfaces as well, but over time tougher dirt may require a more heavy-duty cleanser.

Carpeting

Your bedroom and living/dining areas are covered with carpeting. Regular vacuuming is generally adequate

for cleaning. To clean stains from carpet, treat the area first with a carpet cleaner (such as Resolve or a similar product). Gently scrub the area until the stain is gone, and use a wet rag or sponge to remove the excess cleaning solution. Residents with pets should take special care to address pet stains quickly and thoroughly. Cat owners should provide adequate scratching posts for the cat to limit their temptation of scratching the carpet. Sisal posts are attractive to cats for scratching and are available at local pet supply and grocery stores.

Exterior Building Care

Landscaping

The management company is responsible for caring for the common area plants and landscaping. Please do not pick flowers from the planters, or act in any way that would cause harm to the plants and flowers (i.e. allowing a dog to urinate on bushes, walk through the gardens, etc.).

Snow Removal

The management company is responsible for snow removal/sanding/salting on garage entryways, parking areas and walkways to the building.