

## Three Cheers for Mr. Clean! Our Hero!

### Residential Housekeeping Inspection and Housekeeping Standards

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“How clean is clean?” is defined by the Association of Physical Plant Administrators (APPA). The standard levels of cleaning are attached. Residence areas should be maintained to Level 3 standards at all times, with Level 2 obtained after weekly cleanings, and Level 1 obtained after monthly cleanings. Level 4 is only acceptable in garage and utility areas. Level 5 is not acceptable for any areas under any circumstances.

**Stiplosek Properties residents will maintain property condition to the following standards:**

**Clutter-Free:** The unit will be free of excessive collections or retention of any materials to the point that it impedes day to day function or creates a hazard or potential hazard for residents.

**Easy Egress:** Each room must have two unobstructed exits (e.g. window, door) that are accessible with a minimum amount of effort. Interior bedroom door locks are prohibited.

**Accessible:** All electrical panels and water shut-off valves must be accessible with a minimum amount of effort.

**Hazard-Free:** Units must be free of conditions that may cause physical harm to the resident and/or cause damages to the property. These conditions include but are not limited to:

- ☐ Cooking oil stored on the stove or in the oven
- ☐ Aluminum foil placed under or around stove heating elements
- ☐ Unattended small appliance in operation; unattended candles/incense
- ☐ Frayed and exposed electrical wires
- ☐ Overloaded electrical appliances
- ☐ Cabinets loaded to the point of structural damage
- ☐ Insect and vermin droppings
- ☐ Storage of flammable materials such as gasoline, propane kerosene and paint cans
- ☐ Smoking inside or within 10m of the building's walls
- ☐ Any items describe in the fire and life safety policies

#### **Clean Interiors:**

- ☐ Walls should be clean, free of dirt, grease, holes, cobwebs and fingerprints. Paint should be light-coloured. Adhesive materials should not be put on walls.
- ☐ Floors should be clean, clear, dry and free of hazards.
- ☐ Ceilings should be clean and free of cobwebs.
- ☐ Windows should be clean and not nailed shut. Shades or blinds should be intact. Working locks.
- ☐ Doors should be clean, free of grease and fingerprints. Locks should work.
- ☐ Residence exterior doors should be locked and access uncluttered.



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- ☐ Trash shall regularly be disposed of properly and not left in the apartment. Entire apartment should be free of rodent or insect infestation.
- ☐ Laundry Areas should be clean and neat. Remove lint from dryers after use.
- ☐ Entire apartment should be clean, free of dirt and grease; excessive mildew and mould should be removed.
- ☐ Throughout the apartment, including food storage areas, housekeeping should be such that it does not contribute to rodent or insect infestation.

### ***Clean Kitchens:***

- ☐ The stove should be clean and free of food and grease including the stovetop, burners, the oven and other appliances.
- ☐ The refrigerator should be kept clean. The freezer door should close properly. The door gaskets should be kept clean and free of spills and wiped down at least weekly.
- ☐ Cabinets should be clean and neat. The cabinet surfaces and countertop should be free of grease and spilled food. Cabinets should not be overloaded. Storage under the sink should be limited to small or lightweight items to permit access for repairs.
- ☐ The exhaust fan should be free of grease and dust.
- ☐ The sink should be clean, free of grease and garbage. Dirty dishes should be washed and put away in a timely manner.
- ☐ Food storage areas should be neat and clean without spilled food.
- ☐ Discard foods and beverages past their prime

### ***Clean Bathroom:***

- ☐ The toilet and tank should be kept clean.
- ☐ The tub and shower should be clean and free of mildew and mould. Where applicable, shower curtains/doors should be in place and of adequate length to contain water in the bathtub.
- ☐ Exhaust fans, where present, should be free of dust. The resident will receive instructions on how to clean fans if necessary.
- ☐ Floors and counters should be clean and dry.

### ***Clean Storage Areas:***

- ☐ All closets should be neat and clean.
- ☐ Other storage areas should be clean, neat and free of hazards.

### ***Clean Building Exteriors:***

- ☐ Yards and lawns should be free of debris, cars, car parts, appliances, etc.
- ☐ Exterior walls should be free of graffiti.
- ☐ Accumulation of junk will negatively affect the appearance of the community.
- ☐ Front and rear porches should be clean and free of hazards.
- ☐ Only patio furniture is allowed to be kept on decks and patios (no regular furniture).



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- ☐ Front and rear steps should be clean and free of hazards. Snow should be promptly removed.
- ☐ Sidewalks should be clean and free of hazards. Snow should be promptly removed.
- ☐ Hallways should be clean and free of hazards.
- ☐ Stairwells should be clean and uncluttered.
- ☐ No items should be hung on fences; specifically, clothes, rugs and laundry.
- ☐ No parking of junk cars. Repair of cars is not allowed (fluid top-off exempted).
- ☐ Only grills/BBQs, garden equipment and bikes/large toys may be kept outside
- ☐ No automobile tires or parts may be kept outside
- ☐ Porches, walk, steps and entrances must be free of obstructions.

***Expedient Trash Disposal:*** Trash is to be bagged, and recycling is to be placed in a blue bin. Organic matter should be placed in a green bin. Yard waste (clippings, leaves) is to be placed in compostable paper bags. All items are to be left at the curb for municipal pick up on the day assigned to your neighbourhood.

No trash can, trash bags or recycle containers are permitted to be stored in the back yard.

Large items, (such as: Washing machines, Mattresses, Dressers, Upholstered furniture) may be left for road side collection. The management strongly suggests giving such items a new life through means such as FreeCycle, KiJiJi, Craigslist or a garage sale. A Hand Truck or transportation can be made available to you.

Please recycle:

- ☐ Aluminum, tin and steel food and beverage cans.
- ☐ Glass food and beverage containers such as clear, green or brown jars and bottles
- ☐ Plastics such as number #1 and #2 food and beverage containers, milk, and soda and laundry detergent bottles.

### ***Green Lawns:***

Residents will rake and bag any leaves that fall into areas that are for their exclusive use only. Leaf bags are available in the management office of your development at no cost.

Residents will remove snow from the front, rear walks and porches of their units within 24 hours of accumulation.

Residents may plant vegetable or flower garden in the areas along the front and rear of their buildings. Gardens locations and type must be approved by property management.

### ***A suggested cleaning list for tenants to use before vacating:***

- Clean in, out, behind and under the fridge and defrost and clean the freezer
- Leave the fridge door open if the power has been turned off



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- Clean in, out, behind and under the stove and clean the oven and burners on the stove
- Wash the cupboards inside and outside
- Clean inside and outside of all windows/tracks, closet doors/tracks and patio doors/tracks
- Wash walls and floors
- Dust curtain rods and window coverings or replace yours with the landlord's
- Dust or wash fans and vents, light fixtures, replace burnt out light bulbs
- Check the smoke detector, replace batteries as needed
- Clean bathroom thoroughly including the tub, tile, sink, vanity, mirror, medicine cabinet, cupboards and toilet
- Vacuum and clean the carpets, if necessary



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### Industrial Housekeeping Inspection and Housekeeping Standards

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Stiplosek Properties tenants will maintain work & storage areas to the following standards:

“How clean is clean?” is defined by the Association of Physical Plant Administrators (APPA). The standard levels of cleaning are attached. Level three is the ideal for warehouses and working areas, level two for administration and office areas.

#### *Warehouse / Shop Areas*

- ☐ Gas cylinders to be stored in protected area
- ☐ Flammable Liquids/Gas containers are identified
- ☐ Oily rags are stored in metal containers and not with regular garbage
- ☐ Hazardous material waste is to be in labelled containers
- ☐ Access to & Egress from work areas must be cleared and cleaned at all times
- ☐ Lighting must be inspected and always be sufficient
- ☐ Ventilated appropriately
- ☐ Spilled liquids must be cleaned up immediately
- ☐ Passageways such as walkways, ramps and stairs must be kept clean
- ☐ Immediate areas to ladders and scaffolds both on the ground and at the top must be cleared of materials and debris.
- ☐ Winter work areas that can be slippery or snow covered must be cleaned
- ☐ Equipment to be returned to proper storage area
- ☐ Cables, hoses, and cords are placed to avoid tripping hazards or become damaged
- ☐ Sufficient number and size of waste containers are available
- ☐ Containers are emptied on a regular basis or earlier if full.
- ☐ Loose materials at elevations are secured to prevent movement during windy conditions
- ☐ Eating areas will be kept clean to avoid accidents and bugs.
- ☐ Signs should be posted advising workers of potential hazards.

#### *Follow safe work procedures and the requirements of the law.*

- ☐ Keep work areas clean.
- ☐ Keep aisles clear.
- ☐ Keep exits and entrances clear.
- ☐ Keep floors clean, dry and in good condition.
- ☐ Vacuum or wet sweep dusty areas frequently.
- ☐ Stack and store items safety.
- ☐ Store all work materials (for example, paper products, flammable liquids, etc.) in approved, clearly labelled containers in designated storage areas only.
- ☐ Use proper waste containers.
- ☐ Keep sprinklers, standpipes, fire alarms and fire extinguishers clear.
- ☐ Clean up spills and leaks of any type quickly and properly.
- ☐ Clean and store tools, items and equipment properly.



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- ☐ Fix or report broken or damaged tools, equipment, etc.
- ☐ Keep lighting sources clean and clear.
- ☐ Follow maintenance requirements.

### *Signs of poor housekeeping:*

- There are many signs of poor housekeeping. You may recognize some of these in your own workplace:
- Cluttered and poorly arranged work areas;
- Untidy or dangerous storage of materials (for example, materials stuffed in corners; overcrowded shelves);
- Dusty, dirty floors and work surfaces;
- Items that are in excess or no longer needed;
- Blocked or cluttered aisles and exits;
- Tools and equipment left in work areas instead of being returned to proper storage places;
- Broken containers and damaged materials;
- Overflowing waste bins and containers;
- Spills and leaks.



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### APPA Levels of Cleaning

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**Level 1 – Orderly Spotlessness** It was developed for the corporate suite, the donated building or the historical focal point. This is show-quality cleaning for that prime facility.

- ☐ Floors and base mouldings shine and/or are bright and clean; colors are fresh. There is no buildup in corners or along walls.
- ☐ All vertical and horizontal surfaces have a freshly cleaned or polished appearance and have no accumulation of dust, dirt, marks, streaks, smudges or fingerprints.
- ☐ Washroom and shower tile and fixtures gleam and are odorfree. Supplies are adequate.
- ☐ Trash containers and pencil sharpeners are empty, clean and odor-free.

**Level 2 – Ordinary Tidiness** This is the level at which cleaning should be maintained. Lower levels for washrooms, changing/locker rooms and similar type facilities are not acceptable.

- ☐ Floors and base mouldings shine and/or are bright and clean. There is no buildup in corners or along walls, but there can be up to two days' worth of dirt, dust, stains or streaks.
- ☐ All vertical and horizontal surfaces are clean, but marks, dust, smudges and fingerprints are noticeable with close observation.
- ☐ Washroom and shower tile and fixtures gleam and are odorfree. Supplies are adequate.
- ☐ Trash containers and pencil sharpeners are empty, clean and odor-free.

**Level 3 – Casual Inattention** This level reflects the first budget cut, or some other staffing- related problem. It is a lowering of normal expectations. While not totally acceptable, it has yet to reach an unacceptable level of cleanliness.

- ☐ Floors are swept clean, but upon observation dust, dirt and stains, as well as a buildup of dirt, dust and/or floor finish in corners and along walls, can be seen.
- ☐ There are dull spots and/or matted carpet in walking lanes and streaks and splashes on base molding.
- ☐ All vertical and horizontal surfaces have obvious dust, dirt, marks, smudges and fingerprints.
- ☐ Lamps all work and all fixtures are clean.
- ☐ Trash containers and pencil sharpeners are empty, clean and odor-free.

**Level 4 – Moderate Dinginess** Level 4 reflects the second budget cut, or some other significant staffing-related problem. Areas are becoming unacceptable. People begin to accept an environment lacking normal cleanliness. In fact, the facility begins to constantly look like it requires a good "spring cleaning."

- ☐ Floors are swept clean, but are dull. Colors are dingy and there is an obvious buildup of dust, dirt and/or floor finish in corners and along walls. Moulding is dull and contains streaks and splashes.
- ☐ All vertical and horizontal surfaces have conspicuous dust, dirt, smudges, fingerprints and marks that will be difficult to remove.
- ☐ Less than 5 percent of lamps are burned out and fixtures are dingy.



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- ❑ Trash containers and pencil sharpeners have old trash and shavings. They are stained and marked. Trash cans smell sour.

**Level 5 – Unkempt Neglect** This is the final and lowest level. The trucking industry would call this “just-in-time cleaning.” The facility is always dirty, with cleaning accomplished at an unacceptable level.

- ❑ Floors and carpets are dirty and have visible wear and/or pitting. Colors are faded and dingy and there is a conspicuous buildup of dirt, dust and/or floor finish in corners and along walls. Base moulding is dirty, stained and streaked. Gum, stains, dirt dust balls and trash are broadcast.
- ❑ All vertical and horizontal surfaces have major accumulations of dust, dirt, smudges and fingerprints, as well as damage. It is evident that no maintenance or cleaning is done on these surfaces.
- ❑ More than 5 percent of lamps are burned out and fixtures are dirty with dust balls and flies.
- ❑ Trash containers and pencil sharpeners overflow. They are stained and marked. Trash containers smell sour.

