

## PROPER CLEANING & CARE OF YOUR APARTMENT

Over the years, tenants have asked us for cleaning tips and suggestions that will enable them to maintain their apartment in a clean condition. Please consider the following suggestions by Kelly Hardin, Magellen Properties' official clean freak:

**STOVE:** We suggest you use a degreaser or hot soapy water to clean your stove after every use. If you have an overspill onto the drip pans you can remove the burners and clean the drip pans immediately, wipe dry and they look just like new. For a "baked on mess" consider using SOS and/or Dawn Resolve. Let items soak, scrub if necessary, rinse and wipe clean. **Note: Never submerge burners in water.** At least once a year, pull out the stove and clean the floor and around the sides where spilled grease accumulates. If you remove the bottom drawer it also allows you access to clean the floor underneath if you cannot move the stove out. Every couple of weeks consider cleaning the stove hood filter, which is usually held on by clips or slides down and out on an angle. Spray these down with a degreaser, soak well and spray off in the sink with hot water. Repeat as needed to remove all grease, pat dry and reinstall. The body of the stove hood can be sprayed with the degreaser and wiped clean.

**OVEN:** Though cleaning an oven is a pain, you should do it at least once a month, depending on how often you use it. First check to see if you have a self cleaning oven. We try to leave manufacturer instruction in one of your kitchen cabinets for your reference. Please **DO NOT USE OVEN CLEANER** in the self cleaning units. Note: You must remove the racks in the oven before self-cleaning, otherwise the heat generated from the cleaning will remove the chrome finish. The racks must clean by hand; SOS pads will usually do the job. After using the self cleaning process, use a wet cloth to wipe out the accumulation of residue (actually flakes) left after self cleaning. You can use SOS or green pad to remove anything that didn't bake off. For those of you who that have a standard stove in your apartment you can use Easy Off, or similar product and an SOS pad or Green Pad to help scrub off the baked on mess. *Note: If you live at a property w/ gas stoves you should also follow all the instructions stated above. If you happen to cause one of your pilots to extinguish, light it immediately to prevent gas leaking in the apartment. Speak with your manager and/or maintenance man for additional questions or if you need assistance..*

**REFRIGERATOR:** Every few months, remove all items from the fridge and freezer, unplug to allow the freezer to warm up for cleaning. I recommend Grease Lightning (use gloves). Spray down the fridge, freezer and outside of fridge, spread liquid product out with gloved hand to cover all areas, let stand about 30 minutes and you will see the dirt roll off this appliance – do this and it will look like new. Don't forget to pull the fridge out in the middle of the kitchen floor to clean, this not allows you to get around the sides but you can clean the floor underneath it and vacuum the dust of the back of it.

**BLINDS:** Place in bathtub, spray down w/409 or Fantastic (or similar product) let soak, lightly and careful use soft rag to loosen dirt and rinse well. Lay them on a couple of bath

towels to dry for a few hours. While the blinds are down take that time to clean the inside of your windows and vacuum the window tracks good.

**BATHTUB & TILE:** After each shower or bath you should get in the habit of using your bath towel to dry the excess moisture/water off the walls and edge of tub. Run your exhaust fan (if you have one) at all times while bathing and up to an hour afterwards to ensure the humidity is cleared out. To clean I recommend using Grease Lightning. If you spray down the entire tub and tile area and let this cleaner sit for at least a half hour it really loosens the soap scum. Please remember to spread product around with gloved hand to avoid lighter run marks. If the soap scum is heavy, you can use a green pad or plastic bristle brush to scrub the walls and in between tiles. Please call us immediately if you notice loose or missing caulk. You should also make sure there is caulk around your tub spouts. An alternative is spraying down the tub and tile after each use with Fresh Shower, or any other product that designed to be sprayed on the tub & tile after each shower/bath.

**AIR CONDITIONER:** Clean your filter monthly during summer months; more frequently if you have pets. The cover to this unit is removable and can be cleaned with care in your bathtub to remove dirt buildup and allow you to scrub the louvers with a brush to remove dirt that comes from the outside and builds up. Keeping the filter and unit cleaned is a pro-active approach in ensuring the life cycle of these units. Note: When you remove the cover to clean and notice any dust accumulated on the coils you can vacuum (carefully) the dust and cob webs off. Be careful the coils are sharp and bend easily; do not press the vacuum hose against the coils.

**KITCHEN CABINETS:** Wipe down with a mild detergent. I do not recommend using anything or any abrasive type pad to clean these cabinets; that could result in removing the finish. If you choose to use shelf liner please use the type of liner that can be cut and placed to fit; adhesive is a mess and leaves a residue.

Cleaning is a necessary part of everyday living. We strive to maintain and constantly improve your residence. We need your help in maintaining this property, it's also your obligation to us to see that your apartment is kept clean and orderly and free of trash and debris. Failure to do so will only result in excess costs, risk of infestation, much higher rents, non renewal of leases, reduced security deposits and possible collection actions. We would much rather spend our money in other areas of improvement than having to replace costly items due to neglect. Thank you for taking pride in your home and seeing that our units are maintained.