



Cottage & Apartment Cleaning Schedule

As roommates, you will need to agree upon a cleaning schedule to maintain your unit. Below are sample cleaning schedules that may be used. Your unit may design a similar schedule specific to your unit (for example, you may have 2 bathrooms, and assign them separately). Please discuss and choose a system that works for all members of your unit.

Sample 1:

Each area below will be cleaned thoroughly, according to the Cottage & Apartment Cleanliness Standards, by the person assigned. Assignments for cleaning areas will rotate each week. Cleaning for your assigned area must be completed by _____.

AREA	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8
Kitchen								
Bathroom(s)								
Dining Room								
Living Area								
Basement								
Outdoors								

Sample 2:

Each responsibility listed below will be completed by the assigned person, according to the Cottage & Apartment Cleanliness Standards. Responsibilities will rotate each week. Each responsibility must be completed by _____.

Responsibility	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6
Wash all dishes						
Clean kitchen counters, floors & table						
Empty kitchen & bathroom trash & put gondola on curb Sun. night/take back Mon. afternoon						
Vacuum all carpets & dust living area						
Clean bathroom sink, tub, floor & toilet						
Sweep/clean basement and porch area(s)						
Other:						



Cottage & Apartment Cleanliness Standards

Kitchen:

- Dishes shall be cleaned on a regular basis to avoid mold growth
- The fridge should be regularly cleared of expired food products
- The garbage emptied weekly and put into the outdoor gondola
- Counter surfaces wiped down regularly and free from excessive crumbs
- oven and stove drip pans cleaned if spillage has occurred
- Floor should be regularly mopped to avoid dirt buildup

Bedrooms:

- Garbage and trash products should be contained within a receptacle
- Carpet should be regularly vacuumed; excessive floor debris should not be present

Bathrooms:

- Garbage and trash products contained within a receptacle
- Counter surfaces, toilet bowl, and sink should be wiped down regularly
- Shower should be cleaned and free from mildew buildup
- Floor should be regularly mopped to avoid dirt buildup

Dining Room:

- Dishes and excess food material brought to the kitchen daily
- Garbage and trash product contained within a receptacle
- Carpet should be regularly vacuumed; excessive floor debris should not be present

Living Areas:

- Garbage and trash products contained within a receptacle
- Carpet regularly vacuumed; excessive floor debris should not be present
- Tables dusted regularly
- Excessive personal items stored in bedroom

Basement:

- Floor swept or vacuumed
- Recycling, garbage and trash products within a receptacle

Outside and around Cottage:

- The yard and surrounding area free from trash and debris
- Personal belongings, other than those intended for outdoor recreational use, kept within the cottage.
- garbage contained within the provided gondola