



Scope of Work | Cleaning

If you've performed a student housing turn before you understand. If you haven't, we're here to help. Student housing turns typically last 10-21 days, where hundreds of students are moving out of a single community just days before a fresh crop is moving back in. Meaning time is of the essence. But never fear... The Turn Company is here to guide you through our process! Below are some key factors to take into account.

- Each day our Project Coordinator will assign your crew a bulk list of rooms that need some level of cleaning. The cleaning stage of turn typically follows paint and precedes carpet cleaning so you run the risk of falling behind if the painters are behind, or if you fall behind it can delay the carpet cleaners. Turning student apartments is about staying on schedule, so be sure you have enough workers and they understand the time constraints. If necessary you can assign highly-skilled cleaners to Full unit cleanings so that less experienced workers can clean individual bedrooms and bathrooms.
- Each room will have an indication of “Light” or “Full Clean”:
 - **Light Clean-** will consist of a general wipe down of all common area and bathrooms, a general wipe down of the kitchen countertops, cabinets inside and out, kitchen appliances, sweep all baseboards in the entire unit, sweep all floors in the kitchen and bathrooms, and vacuum all common areas and bathrooms.
 - **Full Clean** - includes everything in the light clean scope of work, plus:
 - **Kitchen** - clean refrigerator, oven, dishwasher, microwave, wipe down all kitchen surfaces, the interior of the cabinets and drawers, clean behind the stove and refrigerator, wipe down walls from food splatter in the kitchen, sweep and mop floors, remove and clean light fixtures.
 - **Bedroom/Bathroom** - wipe down all furniture, dust all blinds, clean ceiling fan, wipe down window seals and tracks, clean tub, sink, and toilet, wipe down bathroom cabinets and drawers, clean bathroom mirror, sweep and mop of bedroom/bathroom floors, vacuum bedroom floors, remove and clean light fixtures.
 - **Common Area-** wipe down all living room furniture including under sofa and sofa chair cushions, dust blinds, clean ceiling fan, sweep, and mop floors, wipe down inside (lint trap) and outside of washer and dryer, remove and clean light fixtures.



- **Additional Services** - Heavy cleans in the kitchen will consist of an excessive amount of trash in the kitchen, old food stuck on top of the stove, or the fridge or freezer has molded food inside. Heavy clean in the bedroom/bathroom will consist of an excessive amount of filth in the bathroom, removing trash from the bedroom. A change order must be completed before any heavy cleans are done, the additional cost must be approved by the Project Coordinator and either Community Manager or Maintenance Team Lead.

- Occupied Bedrooms & Common Areas
 - Occupied bedrooms will not be cleaned unless it is directed in writing by the on-site management team. Common areas (meaning living rooms, kitchens, hallways, stairwells, and laundry rooms) will also only be cleaned when an entire apartment is being cleaned, or when directed in writing by the on-site management teams.

- All cleaning supplies and equipment such as brooms, mops, vacuum cleaners, dusters, rags, cleaning solutions, etc. will need to be provided by your teams.