

CLEANING STANDARDS FOR UEPH FACILITIES

1. **PERSONAL BELONGINGS:** Must be removed from the quarters prior to termination inspection.
2. **SELF HELP:** Any self help maintenance will be accomplished prior to final termination inspection.
3. **CLEANING OF QUARTERS:**
 - a. Furniture: must be cleaned free of dust, dirt, lint, stains, marks, and other foreign matter paying particular attention to under cushions and in corners of drawers.
 - b. Flooring:
 - (1) Hardwood flooring in Indiana Avenue, Immell and Boquet Street housing will be thoroughly cleaned and any wax buildup will be removed with a product made especially for wood flooring. (**Extreme caution** should be used when wet mopping as excess water can cause warping and removal of the finish resulting in a possible charge to the occupant for cost of repair.) **DO NOT WAX STAIRS. Acrylic or self-polishing wax will not be used.**
 - (2) Ceramic tile floors will be free of soil, grease, residue, soap detergents, sealers, dampness, liquids, and other foreign material. Ceramic tile floors will be cleaned with clear water and a neutral pH liquid cleaner (soap-less). Follow with a clear water rinse and wipe dry to prevent film formation. Spilled liquids should be promptly removed to prevent stains to the tile. Sealing or acid cleaning is **NOT** authorized.
 - (3) Vinyl floors in Indiana Avenue, Immell and Boquet Street quarters, both sheet and tile, will be washed clean and free of dirt, grease, soap, rust, residue, streaks, removable stains and wax build-up. Particular emphasis will be placed on removal of dirt and lint in corners and near baseboards. Vinyl floors, except those in the bathrooms, will be waxed with a liquid wax (**No Mop and Glow**). Vinyl tile floors will also be buffed. Bathroom floors will **not** be waxed.
 - (4) Vinyl floors in new UEPH facilities are no-wax floors. They will be free of soil, grease, residue, liquids, and other foreign material and will be swept and wet mopped with a non-abrasive, no wax, floor cleaner.
 - (5) Carpeting and or rugs will be thoroughly vacuumed and free of dirt, dust, lint and any removable stains.
 - (6) Floor and baseboard registers along with return air vents will be removed and be cleaned free of dirt, rust, hair, grease and lint. Floor registers are to be left out for inspection. Baseboard registers and wall vents must be reinstalled for final inspection. All registers and return air vents must be painted, if needed, and be in good operating order. Paint is available from the Self Help Store.
 - (7) Stairwell railings will be cleaned paying particular attention to accumulations on the underside of the handrail. Steps and landings will be cleaned paying particular attention to dirt accumulations in corners.
 - c. Walls and ceilings: will be washed clean of all marks, stains, grease, food particles, dirt, smudges, soap residue, mildew, streaks, cobwebs and removable stains. Paint, tape, adhesives, decals, self applied wallpaper, paneling and contact paper are not permitted for use on walls. Use of these medians could result in costs incurred to the occupant for the removal and / or restoration of the walls to their original condition. Particular emphasis will be given to wall areas adjacent to and behind the stove, counters and sinks.
 - d. Woodwork: all woodwork around doors, windows and baseboards will be washed clean and free of dirt, fingerprints, tape, lint and marks of all types.
 - e. Doors: will be cleaned and free of dirt, mud, tape, paper, nails, smudges, fingerprints, scuff marks, food particles, grease, etc. on both sides including storm and exterior doors and thresholds. **No abrasive pads or cleaners will be used.** Storm door glass inserts will be installed only if house will be vacant or it is a seasonal requirement and cleaned free of dirt,

handprints, smudges, etc. Storm door screen will be left in the storage area. Broken, damaged or deteriorated storm door closures, rubber seats on exterior door thresholds, screens, etc. will be repaired or replaced. Tighten or replace door hardware, doorstops and other builder's hardware as needed.

- f. Windows: all interior window surfaces and those exterior surfaces readily accessible from the ground or which may be done in a safe manner, to include window frames, will be free of dirt, film, dust, lint, spots, streaks, or water marks. Particular emphasis will be given to the window sills, corners, locks and channels. Clean curtain rods, blinds and shades free of dirt, lint, fingerprints, grease and dust. Blinds will be left lowered with slats open for inspection. Replace broken and / or damaged ones as necessary. Facilities with window air units will clean the A/C filter.
- g. Screens: window screens must be installed and in good repair. Window and door screens with one or two small holes (1/4" or less in size) may be repaired with patches from the Self Help Store. Screens with more than two holes or large tears and missing screens can be taken to the Self Help Store for replacement. During peak summer months it is recommended screens be taken in at least one week prior to inspection. If screen replacement is not completed, obtain a "not in stock" slip from Self Help and present it at your inspection.
- h. Light fixtures: will be clean and free of dirt, dust, cobwebs and insects. Glass elements will be washed and free of dirt, dust, fly specks, film and water marks. All light bulbs, fluorescent tubes and globes will be clean and **serviceable** and fixtures will be reassembled for inspection. This requirement does **NOT** include the kitchen and closet light fixtures in the 1900 area; they require a service order through the Barracks Management Maintenance Coordinator, 596-0413.
- i. Bathroom:
 - (1) Wash basins, tubs, showers, toilet bowls, mirrors, medicine cabinets, etc., will be washed clean and free of rust, dirt, grease, soap residue, water marks, mold, mildew, removable stains and mineral deposits. Particular emphasis will be placed on removal of mineral deposit accumulation in bathtubs, toilet bowls and wash basins. Fiberglass shower and tub enclosures should be cleaned with warm water and any liquid detergent. For stubborn stains, use nonabrasive powder or liquid cleaners. Remove and replace caulking around tub or shower as necessary. **Do not use abrasive cleaners, metal scouring pads or green pads.**
 - (2) Tighten or replace soap dishes, towel bars & brackets, toilet paper holders, shower curtain rods and replace or tighten leaking showerheads as needed. Ensure that shower curtains are washed clean of all mildew, soap residue and dirt. Chrome fittings, trim, pipes, towel bars, soap dishes, toilet paper holders, faucets, etc., will be free of dirt, dust, mineral deposits and water marks.
 - (3) Ensure that toilet seats are tightened if loose or replaced when cracked, chipped, broken, or worn. You are only required to perform self help maintenance on seats held in place by plastic nuts. Replace or adjust internal commode mechanism if it is leaking or operating improperly.
- k. Closets: floors, walls, ceilings, shelves and clothes poles will be cleaned and free of dirt, dust, lint, cobwebs and hanger marks.
- l. Kitchen:
 - (1) Interior / Exterior of kitchen cabinets, drawers, knobs, and handles will be cleaned and free of grease, smudges, trash, fingerprints, personal items and food particles or other foreign matter. Particular emphasis will be given to corners and cracks where dirt and food particles collect. All contact paper will be removed.
 - (2) Countertops and splash backs will be washed clean and free of soap residue, dirt, grease, food particles and removable stains.
 - (3) Kitchen sinks will be cleaned and free of rust, dirt, grease, soap residue, water marks, mineral deposits and removable stains.

- (4) Interior of garbage disposals will be free of foreign materials. Housing of garbage disposals will be free of dirt, dust and grease.
- (5) Dishwashers will be clean and free of dirt, grease, lint, soap residue, mineral deposits, water, melted plastic, rust and other foreign matter.
- (6) Kitchen exhaust hoods/fans will be cleaned free of dust, lint, grease and water marks. Fans will be unplugged and removed for cleaning and reinstalled after inspection. Hood/Fan will be free of grease, lint and dust. Hood filter and plastic hood light cover will be free of grease, lint and dust and left out for inspection. **Do NOT use oven cleaner on exhaust hoods.**
- (7) Refrigerators will be washed clean and free of dirt, dust, grease, food particles, water marks, bottle marks, etc., inside and out. Particular attention will be given to door gaskets and the area around door gaskets. Ensure that the refrigerator has a working 40w appliance bulb in each socket (to be provided by the occupant if unavailable at the Self Help Store). Refrigerator coils on the back or underneath the refrigerator will be clean free of lint. (Use vacuum or long handled soft brush.) Replace broken, damaged or deteriorated refrigerator shelves, crisper drawers, crisper covers, ice trays, brackets and drip pans. Removable drip pans are located behind the front kick-plate. Non-removable drip pans are located at the back of the refrigerator. They will be washed clean and free of dirt, dust, water marks and mineral deposits. **Your housemate's food may remain in the refrigerator. CAUTION: Older model refrigerators that are not frost free will be defrosted if there is a thick accumulation of ice in the freezer compartment. Do NOT use sharp instruments to remove ice or frost from the freezer compartment as damage to the evaporator may result, requiring reimbursement to the Government by the occupant.**
- (8) Microwaves will be clean and free of all dirt, dust grease, food particles, water marks, etc., inside and out. Particular attention will be given to door gaskets. Replace broken revolving trays, tray guides, etc.
- (9) Gas Ranges must be turned off at the valve on the line just behind the stove prior to cleaning. This can be accomplished by moving the stove out into the floor approximately three feet from the wall and turning the cutoff valve crosswise. If problems are encountered, please call Furnishings Management Office at 596-0983. Flexible gas lines **will not** be removed from the range or removed from the quarters and their loss or damage will require reimbursement to the Government. Range will be clean and free of all grease and food. Burned on grease must be removed from range and parts. Floor surface under ranges must be clean. Ranges will be disassembled only so far as can be accomplished without removing screws, nuts or bolts. Range tops will not be removed, except those with hinged or removable tops that do not require the removing of screws, nuts or bolts. Ensure that the stove has a working 40w appliance bulb in each socket (to be provided by the occupant if unavailable at the Self Help Store). To clean the oven, make sure oven is turned off and cool. Use oven cleaner, following the directions on the container, avoid applying to front panels or sides of end panels as it will destroy the baked enamel finish. Avoid applying oven cleaner to door seals, plate surfaces or the thermostat capillary bulbs. Oven cleaners shall only be used in the oven on porcelain parts; if used on other portions of the stove, damages will result for which you are liable. Replace broken, damaged or deteriorated control knobs, broiler pans, trays, shelves and burner drip pans on stoves. **CAUTION: Do not use an acid in cleaning ranges. Acid will cause extensive damage and costs of repairs/replacement will be charged to the occupant. Do not use abrasive cleaners such as oven cleaner, steel wool, on the decorative trim, burner control panel, rear timer control panel, knobs, or exterior enameled surfaces.** Stoves will be completely reassembled, lights working and pilot lights lit prior to final inspection.
- (10) Electric Ranges must be turned off and cool prior to cleaning. This can be accomplished by visual verification that the surface cooking area is **not** glowing red but is its' original color and indicator lights are off. If problems are encountered, please call Furnishings Management Office at 596-0983. Range will be clean and free of all grease and food. Light to moderate soil may be wiped with a clean, wet cloth or sponge and dried thoroughly to avoid streaking and staining. Heavy soil may be cleaned with Cooktop Polishing Crème (part # 31464), or a nonabrasive cleanser by rubbing the cleaner into soil with a damp paper towel or soft cloth until white film disappears. Burned-on soil can be removed with a Cooktop Scraper (part #

3183488), then following instructions for heavy soil cleanup. Cooktop control panel may be cleaned with glass cleaner and a soft cloth or sponge: Apply glass cleaner to the soft cloth or sponge, not directly on the control panel. **Do not use steel wool, steel wool pads, abrasive cleansers, abrasive paper towels, gritty washcloths or fabrics, chlorine bleach, rust remover or ammonia because damage may occur. Do not use an acid in cleaning ranges. Acid will cause extensive damage and costs of repairs/replacement will be charged to the occupant.** Floor surface under ranges must be clean. Ranges will be disassembled only so far as can be accomplished without removing screws, nuts or bolts. Range tops will not be removed, except those with hinged or removable tops that do not require the removing of screws, nuts or bolts. Ensure that the stove has a working 40w appliance bulb in each socket (to be provided by the occupant if unavailable at the Self Help Store). To clean the oven, make sure oven is turned off and cool. Use oven cleaner, following the directions on the container, avoid applying to front panels or sides of end panels as it will destroy the baked enamel finish. Avoid applying oven cleaner to door seals, plate surfaces or the thermostat capillary bulbs. Oven cleaners shall only be used in the oven on porcelain parts; if used on other portions of the stove, damages will result for which you are liable. Replace broken, damaged or deteriorated control knobs, broiler pans, trays, and shelves on stoves. Stoves will be completely reassembled, lights working, prior to final inspection.

- (11) Washer and dryers will be clean and free of dirt, liquid or powder detergent, lint, standing water, mineral deposits and clothing. Clean the lint trap and dryer vent hose free of debris. The appliance will be pulled out to clean behind and underneath. Replace damaged, worn or broken faucet handles. Replace faucet washers in leaking faucets where shutoff valves exist.
Note: Hot water lines may be shut off at the water heater if necessary.

- m. Fire extinguishers will be recharged as required and secured in the appropriate extinguisher cabinet / mounting bracket. The housing for the fire extinguishers will be clean and free of dust, dirt, rust, grease, fingerprints, smudges, soap residue, water marks, mold, mildew, removable stains and mineral deposits. Fire extinguisher may be recharged at Building 1579 between the hours of 0630 – 1600. POC telephone is 596-0006.
- n. Furnace and Water Heater Rooms: interior / exterior furnace and water heater room floors, ceilings, exposed ducts and pipes, furnaces, water heaters, etc., will be swept clean and free of dust and loose soot accumulation. **The furnace room must also have a working 60w light bulb installed.**
- o. Exterior walls: all exterior walls of the quarters and storage sheds will be free of mud, dust, cobwebs, vines, bee / wasp / hornet nests and marks of all types. Personal items will be removed from the roof of storage sheds. Porch support posts will be free of marks; and the porch floor, including sides, will be cleaned and free of marks. Replace broken, cracked or missing splash blocks under gutter downspouts. **Caution: Do not use abrasive cleaners on metal siding as they may damage the finish and you will be held liable for damages.**
- p. Trash: ensure all trash has been removed from the quarters and placed in the nearest dumpster. Trash will not be set outside front or back doors for any amount of time. In the event trash is not deposited in the nearest dumpster and animals, occupants, weather, etc. spread it around, it will be the occupants' responsibility to remove it. Recycle containers must be empty and cleaned with soap and water.
- q. Self Help Equipment: self help equipment, i.e., lawn edger, leaf rake, snow shovel and force cup (plunger), will be cleaned free of dirt, grease, oil and be in a serviceable condition. All self help equipment will be left in the storage area. Storage area will be broom cleaned, dusted, free of oil and empty.
- r. Outside Responsibilities:
(1) Occupant's yard area of responsibility:
a) In front of quarters to the street.

- b) On the sides of quarters, whichever of the following is less: to a point midway between quarters; or to the nearest street; or to a maximum of 150 feet.
 - c) Behind the quarters, whichever of the following is less: to a point midway between the quarters; or 50 feet into a wooded area; or to a maximum of 150 feet.
- (2) Cultivate all barren lawn areas within your area or responsibility to a depth of three inches, break up clods, rake smooth and reseed. The occupant is responsible for providing their own grass seed if it's unavailable at the Self Help Store. A statement of non-availability will not be issued. Pick up and dispose of any trash or litter found anywhere in your area of responsibility. Trash will not be left at the curbside. For special pick up of bulk trash, call Contract Inspection, 596-0907, 2-3 days before your final inspection.
 - (3) Remove any snow and ice from the sidewalk, steps and porches, and shovel a path to the shed.
 - (4) Occupants may leave flowers in bloom, annual plants during the growing season, and / or perennial flowers from flower beds located along sidewalks and building foundation prior to termination of quarters. All weeds, grass and dead growth must be removed and flower beds and small trees mulched. Flower beds in other locations must be removed, leveled and seeded prior to clearing. On site judgment will be exercised by the inspector; any questions should be resolved prior to your final inspection. You are encouraged to contact the Barracks Management Maintenance Coordinator, 596-0413, to resolve any questions about flowers, flower beds or plants prior to your final inspection.
 - (5) The designated parking area will be free of accumulated trash, oil and grease. **Note: a drying compound is available at the Self Help Store to aid in removing accumulated oil and grease.**