



Resident Responsibilities for Keeping Living Spaces Clean & Free of Excessive Moisture

General Responsibilities

Do not place air filters over vents. This blocks return air flow and reduces general air flow to the building. Our systems were designed to operate efficiently without the use of individual air filters.

Do not place furniture or other items in front of heating and cooling units.

Do not place potted plants or any other source of moisture on or around heating and cooling units.

Limit the amount of carpet in your room.

Limit the amount of decor made of pile-weave materials (faux fur, shaggy fabrics, velvet, etc.) in your room. Textured materials may require additional attention and regular professional cleaning.

Make sure items stored underneath beds are in containers to prevent the collection of dust.

Immediately report any health and safety issues via our maintenance request process.

Daily Responsibilities

Make your bed.

Hang damp or wet towels, bath mats, clothing, or other items immediately on racks and allow items to dry completely. Do not hang damp or wet items over the furniture in the room or closet doors.

Keep windows and exterior doors closed when the air conditioner or heater is running to prevent condensation on vents.

Set thermostats no lower than 70 degrees when cooling and no higher than 74 degrees when heating your room; fans should be set on low speed.

Clean and dry any visible moisture on windows, walls, and other surfaces immediately. Never allow water to sit on soft surfaces (carpets, towels, sheets, etc.) for long periods of time.

If a bath exhaust fan is provided in your bathroom, be sure to turn the fan on when bathing or showering.

Clean up after you eat, seal all food containers after use, and refrigerate perishable foods.

Wash and dry dishes, cups, and utensils immediately after use.

If you have a service or assistance animal, regularly remove accumulated pet hair.

Weekly Responsibilities

Empty trash.

Wipe down hard surfaces with water and detergent/cleaning soap (ex. Dawn, Ivory, Mrs. Meyer's) and allow to dry completely.

Wash and dry towels.

If you have a rug or carpet, vacuum it and make sure any spills are immediately cleaned to prevent mold growth between carpet fibers.

If you have an in-room bathroom or shared apartment bathroom, clean your sink, toilet, bathtub or shower, and shower liner.

Monthly Responsibilities

Wash and dry bedding and curtains.

Clean the interior surfaces of your refrigerator monthly and discard any old food or drinks.

Clean your microwave.

If you live in an apartment, clean the stovetop and interior surfaces of the oven.