**Scope of Work: Housing Cleaning Bid**

**Carter Hall: Standard Dorm Room**

**Rooms**

**Clean Sink and Underneath Sink**

**Clean Mirror**

**Clean Desk and Chairs**

**Clean Closet Doors and Shelves and Drawer**

**Clean Bed and Frames and Mattress**

**Clean Walls Includes Tape Spiderwebs**

**Clean Windows and Ledges**

**Check for Mold on Bed Frames All Areas**

**Clean Vents**

**Clean Entrance Door in And Out and Door Jam**

**Clean Sweep and Mop Floors**

**Wipe Off Lights Over Sinks and Hanging Also Check If All Are Working Replace If Needed and Check for Bugs Clean Also**

**\*\* Clean Mini Blinds, Dust Off or Clean If Needed \*\***

Scope of Work Carter Hall: 2 & 3 Bedroom Apartments

**Kitchens**

**Clean Stove in And Out, Pull Out and Sweep and Mop**

**Refrigerator Clean Inside Out, Pull Out and Sweep and Mop**

**Clean Microwave Inside Out**

**Clean Backsplash**

**Clean Sink and Counter Top**

**Clean Cabinets and Drawers and Outside of Cabinets**

**Clean Hood Vent Exhaust Over Stove**

**Clean Fire Extinguisher**

**Bathrooms**

**Clean Tub and Shower Walls and Any Sign of Mold**

**Clean Commode**

**Change Shower Curtain**

**Clean Vanity Sink and Pull All Drawers Out and Clean for Any Sign of Mold**

**Clean Mirror**

**Clean Vent**

**Clean Any Walls That Needed**

**Clean Sweep and Mop Bathroom Floor**

**Clean Bathroom Door and Door Jams**

**Bedrooms**

**Clean Bed and Frame and Mattress**

**Clean Windows and Clean Any Mold Around Window and Ledges**

**Clean Desk and Chester Drawers**

**Clean Chair**

**Clean Closet and Mirrors**

**Remove Any Tape from Wall and Spider Webs**

**Clean Any Mark Off Walls**

**Clean Bedroom Door and Door Jams**

**Clean Sweep and Mop Bathroom Floor, Be Sure to Move All Furniture When Sweeping and Mopping, Clean All Baseboards Off**

Powell Hall: Standard Dorm Room

**Rooms**

**Clean Sink and Underneath Sink**

**Clean Mirror**

**Clean Desk and Chairs**

**Clean Closet Doors and Shelves and Drawer**

**Clean Bed and Frames and Mattress**

**Clean Walls Includes Tape Spiderwebs**

**Clean Windows and Ledges**

**Check for Mold on Bed Frames All Areas**

**Clean Vents**

**Clean Entrance Door in And Out and Door Jam**

**Clean Sweep and Mop Floors**

**Wipe Off Lights Over Sinks and Hanging Also Check If All Are Working Replace If Needed and Check for Bugs Clean Also**

**\*\* Clean Mini Blinds, Dust Off or Clean If Needed \*\***

Stone Hall Standard Dorm Room with Suite Bathroom

**Rooms**

**Clean Sink and Underneath Sink**

**Clean Mirror**

**Clean Desk and Chairs**

**Clean Closet Doors and Shelves and Drawer**

**Clean Bed and Frames and Mattress**

**Clean Walls Includes Tape Spiderwebs**

**Clean Windows and Ledges**

**Check for Mold on Bed Frames All Areas**

**Clean Vents**

**Clean Entrance Door in And Out and Door Jam**

**Clean Sweep and Mop Floors**

**Wipe Off Lights Over Sinks and Hanging Also Check If All Are Working Replace If Needed and Check for Bugs Clean Also**

**\*\* Clean Mini Blinds, Dust Off or Clean If Needed \*\***

**Bathrooms**

**Clean Whole Tub and Shower Walls**

**Clean Commode**

**Sweep Mop Bathroom Floors**

**Clean Bathroom Vent**

**Clean Any Mold Off Shower or Walls**

**Change Shower Curtain**

West Hall: Standard Dorm Room

**Rooms**

**Clean Sink and Underneath Sink**

**Clean Mirror**

**Clean Desk and Chairs**

**Clean Closet Doors and Shelves and Drawer**

**Clean Bed and Frames and Mattress**

**Clean Walls Includes Tape Spiderwebs**

**Clean Windows and Ledges**

**Check for Mold on Bed Frames All Areas**

**Clean Vents**

**Clean Entrance Door in And Out and Door Jam**

**Clean Sweep and Mop Floors**

**Wipe Off Lights Over Sinks and Hanging Also Check If All Are Working Replace If Needed and Check for Bugs Clean Also**

**\*\* Clean Mini Blinds, Dust Off or Clean If Needed \*\***

Centennial Hall: Efficiency Apartment

**Kitchens**

**Clean Stoves Inside and Out, Clean Stove Vent, Pull Out Stove Sweep Mop Behind**

**Clean Stove Hood Vent Exhaust**

**Clean Microwaves Were Applies**

**Refrigerator Clean Inside Out**

**Clean Wall Around Sink Backsplash**

**Clean Cabinets Inside and Out**

**Clean Counter Tops**

**Clean Sink**

**Clean Fire Extinguisher**

**Bathrooms**

**Clean Whole Tub and Shower Walls**

**Clean Whole Commode**

**Clean Vanity and Sink**

**Sweep Mop Bathroom Floors**

**Clean Mirror**

**Clean Bathroom Vent**

**Clean Any Mold Off Shower or Walls**

**Change Shower Curtain**

**Common Area**

**Clean Bed and Springs and Mattress**

**Clean Shelving**

**Clean Desk and Wardrobe**

**Clean Window and Screen and Ledges**

**Clean Wall Includes All Tape, Spiderwebs**

**Clean A/C Vent**

**Clean Door Entrance and Frame Inside Out**

**Clean Chairs**

**Clean Mirror If Any**

**Clean Sweep Mop Floors**

**\*\* Check All Light Bulbs If Working Replace If Needed and Check for Bugs in Fixture \*\***

**\*\* Clean Mini Blinds, Dust Off or Clean \*\***

**\*\* Check for Mold All Areas Includes Furniture\*\***

Centennial Hall: Two Bedroom Apartment

**Bedrooms**

**Clean Bed and Frame and Mattress**

**Clean Windows and Clean Any Mold Around Window and Ledges**

**Clean Desk and Chester Draws**

**Clean Chair**

**Clean Closet and Mirrors**

**Remove Any Tape from Wall and Spider Webs**

**Clean Any Mark Off Walls**

**Clean Bedroom Door and Door Jams**

**Vacuum Carpets and Around Base Board, Be Sure to Move All Furniture When Vacuuming, Clean All baseboards Off**

**Bathrooms**

**Clean Tub and Shower Walls and Any Sign of Mold**

**Clean All Commode**

**Change Shower Curtain**

**Clean Vanity Sink and Pull All Drawers Out and Clean for Any Sign of Mold**

**Clean Mirror**

**Clean Vent**

**Clean Any Walls That Needed**

**Clean Sweep and Mop Bathroom Floor**

**Clean Bathroom Door and Door Jams**

**Kitchens**

**Clean Stove in And Out, Pull Out and Sweep and Mop**

**Refrigerator Clean Inside Out, Pull Out and Sweep and Mop**

**Clean Dishwasher in And Out**

**Clean Microwave Inside Out**

**Clean Backsplash**

**Clean Sink and Counter Top**

**Clean Cabinets and Drawers and Outside of Cabinets**

**Clean Hood Vent Exhaust Over Stove**

**Clean Bar and Bar Stool Where Applied**

**Clean Fire Extinguisher**

**Common Area**

**Clean Chair and Couch, Vacuum Cushion and Under Them**

**Clean Entertainment Center Coffee Table and End Tables**

**Clean Windows in And Out Where Applies**

**Clean Ceiling Fans and Ceiling Were Dust Build Up and Light Fixtures**

**Clean A/C Units**

**Clean Closet Out Look at Water Heater Check for Any Leaks and Any Sign of Mold**

**Clean Around All Baseboard Area and Wipe Dust Off Baseboards**

**Move All Furniture to Vacuum and Around Wall**

**Clean Entrance Door in And Out and Door Jam**

**Clean Balcony Were Applies**

**Clean Wall If Needed**

**\*\* Check All Light Bubs If Not Working Replace, And Check for Bugs in Light Fixtures \*\***

**\*\*Clean All Mini Blinds, Dust Off or Clean If Dirty \*\***

Buc-Ridge Buildings A & B: 4 Bedroom Apartments

**Bedrooms**

**Clean Bed and Frame and Mattress**

**Clean Windows and Clean Any Mold Around Window and Ledges**

**Clean Desk and Chester Draws**

**Clean Chair**

**Clean Closet and Mirrors**

**Remove Any Tape from Wall and Spider Webs**

**Clean Any Mark Off Walls**

**Clean Bedroom Door and Door Jams**

**Vacuum Carpets and Around Base Board, Be Sure to Move All Furniture When Vacuuming, Clean All baseboards Off**

**Bathrooms**

**Clean Tub and Shower Walls and Any Sign of Mold**

**Clean All Commode**

**Change Shower Curtain**

**Clean Vanity Sink and Pull All Drawers Out and Clean for Any Sign of Mold**

**Clean Mirror**

**Clean Vent**

**Clean Any Walls That Needed**

**Clean Sweep and Mop Bathroom Floor**

**Clean Bathroom Door and Door Jams**

**Laundry Rooms**

**Clean Washer and Pull Dryer Vent Out and Clean**

**Pull Machine Out to Clean Under and Around**

**Make Sure Dryer Vent Hooked Up Properly**

**Kitchens**

**Clean Stove in And Out, Pull Out and Sweep and Mop**

**Refrigerator Clean Inside Out, Pull Out and Sweep and Mop**

**Clean Dishwasher in And Out**

**Clean Microwave Inside Out**

**Clean Backsplash**

**Clean Sink and Counter Top**

**Clean Cabinets and Drawers and Outside of Cabinets**

**Clean Hood Vent Exhaust Over Stove**

**Clean Bar and Bar Stool Where Applied**

**Clean Fire Extinguisher**

**Common Area**

**Clean Chair and Couch, Vacuum Cushion and Under Them**

**Clean Entertainment Center Coffee Table and End Tables**

**Clean Windows in And Out Where Applies**

**Clean Ceiling Fans and Ceiling Were Dust Build Up and Light Fixtures**

**Clean A/C Units**

**Clean Closet Out Look at Water Heater Check for Any Leaks and Any Sign of Mold**

**Clean Around All Baseboard Area and Wipe Dust Off Baseboards**

**Move All Furniture to Vacuum and Around Wall**

**Clean Entrance Door in And Out and Door Jam**

**Clean Balcony Were Applies**

**Clean Wall If Needed**

**\*\* Check All Light Bubs If Not Working Replace, And Check for Bugs in Light Fixtures \*\***

**\*\*Clean All Mini Blinds, Dust Off or Clean If Dirty \*\***

Buc-Ridge Buildings C thru O: 2 Bedroom Apartments

**Bedrooms**

**Clean Bed and Frame and Mattress**

**Clean Windows and Clean Any Mold Around Window and Ledges**

**Clean Desk and Chester Draws**

**Clean Chair**

**Clean Closet and Mirrors**

**Remove Any Tape from Wall and Spider Webs**

**Clean Any Mark Off Walls**

**Clean Bedroom Door and Door Jams**

**Vacuum Carpets and Around Base Board, Be Sure to Move All Furniture When Vacuuming, Clean All baseboards Off**

**Bathrooms**

**Clean Tub and Shower Walls and Any Sign of Mold**

**Clean All Commode**

**Change Shower Curtain**

**Clean Vanity Sink and Pull All Drawers Out and Clean for Any Sign of Mold**

**Clean Mirror**

**Clean Vent**

**Clean Any Walls That Needed**

**Clean Sweep and Mop Bathroom Floor**

**Clean Bathroom Door and Door Jams**

**Laundry Rooms**

**Clean Washer and Pull Dryer Vent Out and Clean**

**Pull Machine Out to Clean Under and Around**

**Make Sure Dryer Vent Hooked Up Properly**

**Kitchens**

**Clean Stove in And Out, Pull Out and Sweep and Mop**

**Refrigerator Clean Inside Out, Pull Out and Sweep and Mop**

**Clean Dishwasher in And Out**

**Clean Microwave Inside Out**

**Clean Backsplash**

**Clean Sink and Counter Top**

**Clean Cabinets and Drawers and Outside of Cabinets**

**Clean Hood Vent Exhaust Over Stove**

**Clean Bar and Bar Stool Where Applied**

**Clean Fire Extinguisher**

**Common Area**

**Clean Chair and Couch, Vacuum Cushion and Under Them**

**Clean Entertainment Center Coffee Table and End Tables**

**Clean Windows in And Out Where Applies**

**Clean Ceiling Fans and Ceiling Were Dust Build Up and Light Fixtures**

**Clean A/C Units**

**Clean Closet Out Look at Water Heater Check for Any Leaks and Any Sign of Mold**

**Clean Around All Baseboard Area and Wipe Dust Off Baseboards**

**Move All Furniture to Vacuum and Around Wall**

**Clean Entrance Door in And Out and Door Jam**

**Clean Balcony Were Applies**

**Clean Wall If Needed**

**\*\* Check All Light Bubs If Not Working Replace, And Check for Bugs in Light Fixtures \*\***

**\*\*Clean All Mini Blinds, Dust Off or Clean If Dirty \*\***

Buc-Ridge Buildings P thru S: 2 Bedroom Apartments

**Bedrooms**

**Clean Bed and Frame and Mattress**

**Clean Windows and Clean Any Mold Around Window and Ledges**

**Clean Desk and Chester Draws**

**Clean Chair**

**Clean Closet and Mirrors**

**Remove Any Tape from Wall and Spider Webs**

**Clean Any Mark Off Walls**

**Clean Bedroom Door and Door Jams**

**Vacuum Carpets and Around Base Board, Be Sure to Move All Furniture When Vacuuming, Clean All baseboards Off**

**Bathrooms**

**Clean Tub and Shower Walls and Any Sign of Mold**

**Clean All Commode**

**Change Shower Curtain**

**Clean Vanity Sink and Pull All Drawers Out and Clean for Any Sign of Mold**

**Clean Mirror**

**Clean Vent**

**Clean Any Walls That Needed**

**Clean Sweep and Mop Bathroom Floor**

**Clean Bathroom Door and Door Jams**

**Laundry Rooms**

**Clean Washer and Pull Dryer Vent Out and Clean**

**Pull Machine Out to Clean Under and Around**

**Make Sure Dryer Vent Hooked Up Properly**

**Kitchens**

**Clean Stove in And Out, Pull Out and Sweep and Mop**

**Refrigerator Clean Inside Out, Pull Out and Sweep and Mop**

**Clean Dishwasher in And Out**

**Clean Microwave Inside Out**

**Clean Backsplash**

**Clean Sink and Counter Top**

**Clean Cabinets and Drawers and Outside of Cabinets**

**Clean Hood Vent Exhaust Over Stove**

**Clean Bar and Bar Stool Where Applied**

**Clean Fire Extinguisher**

**Common Area**

**Clean Chair and Couch, Vacuum Cushion and Under Them**

**Clean Entertainment Center Coffee Table and End Tables**

**Clean Windows in And Out Where Applies**

**Clean Ceiling Fans and Ceiling Were Dust Build Up and Light Fixtures**

**Clean A/C Units**

**Clean Closet Out Look at Water Heater Check for Any Leaks and Any Sign of Mold**

**Clean Around All Baseboard Area and Wipe Dust Off Baseboards**

**Move All Furniture to Vacuum and Around Wall**

**Clean Entrance Door in And Out and Door Jam**

**Clean Balcony Were Applies**

**Clean Wall If Needed**

**\*\* Check All Light Bubs If Not Working Replace, And Check for Bugs in Light Fixtures \*\***

**\*\*Clean All Mini Blinds, Dust Off or Clean If Dirty \*\***

Buc-Ridge U thru T: One Bedroom Apartment

**Bedrooms**

**Clean Bed and Frame and Mattress**

**Clean Windows and Clean Any Mold Around Window and Ledges**

**Clean Desk and Chester Draws**

**Clean Chair**

**Clean Closet and Mirrors**

**Remove Any Tape from Wall and Spider Webs**

**Clean Any Mark Off Walls**

**Clean Bedroom Door and Door Jams**

**Vacuum Carpets and Around Base Board, Be Sure to Move All Furniture When Vacuuming, Clean All baseboards Off**

**Bathrooms**

**Clean Tub and Shower Walls and Any Sign of Mold**

**Clean All Commode**

**Change Shower Curtain**

**Clean Vanity Sink and Pull All Drawers Out and Clean for Any Sign of Mold**

**Clean Mirror**

**Clean Vent**

**Clean Any Walls That Needed**

**Clean Sweep and Mop Bathroom Floor**

**Clean Bathroom Door and Door Jams**

**Kitchens**

**Clean Stove in And Out, Pull Out and Sweep and Mop**

**Refrigerator Clean Inside Out, Pull Out and Sweep and Mop**

**Clean Dishwasher in And Out**

**Clean Microwave Inside Out**

**Clean Backsplash**

**Clean Sink and Counter Top**

**Clean Cabinets and Drawers and Outside of Cabinets**

**Clean Hood Vent Exhaust Over Stove**

**Clean Bar and Bar Stool Where Applied**

**Clean Fire Extinguisher**

**Common Area**

**Clean Chair and Couch, Vacuum Cushion and Under Them**

**Clean Entertainment Center Coffee Table and End Tables**

**Clean Windows in And Out Where Applies**

**Clean Ceiling Fans and Ceiling Were Dust Build Up and Light Fixtures**

**Clean A/C Units**

**Clean Closet Out Look at Water Heater Check for Any Leaks and Any Sign of Mold**

**Clean Around All Baseboard Area and Wipe Dust Off Baseboards**

**Move All Furniture to Vacuum and Around Wall**

**Clean Entrance Door in And Out and Door Jam**

**Clean Balcony Were Applies**

**Clean Wall If Needed**

**\*\* Check All Light Bubs If Not Working Replace, And Check for Bugs in Light Fixtures \*\***

**\*\*Clean All Mini Blinds, Dust Off or Clean If Dirty \*\***

Buc-Ridge P thru T: Efficiency Apartment

**Kitchens**

**Clean Stoves Inside and Out, Clean Stove Vent, Pull Out Stove Sweep Mop Behind**

**Clean Stove Hood Vent Exhaust**

**Clean Microwaves Were Applies**

**Refrigerator Clean Inside Out**

**Clean Wall Around Sink Backsplash**

**Clean Cabinets Inside and Out**

**Clean Counter Tops**

**Clean Sink**

**Clean Fire Extinguisher**

**Bathrooms**

**Clean Whole Tub and Shower Walls**

**Clean Whole Commode**

**Clean Vanity and Sink**

**Sweep Mop Bathroom Floors**

**Clean Mirror**

**Clean Bathroom Vent**

**Clean Any Mold Off Shower or Walls**

**Change Shower Curtain**

**Laundry Rooms Only in P thru S**

**Clean Washer and Pull Dryer Vent Out and Clean**

**Pull Machine Out to Clean Under and Around**

**Make Sure Dryer Vent Hooked Up Properly**

**Common Area**

**Clean Bed and Springs and Mattress**

**Clean Shelving**

**Clean Desk and Wardrobe**

**Clean Window and Screen and Ledges**

**Clean Wall Includes All Tape, Spiderwebs**

**Clean A/C Vent**

**Clean Door Entrance and Frame Inside Out**

**Clean Chairs**

**Clean Mirror If Any**

**Clean Sweep Mop Floors**

**\*\* Check All Light Bulbs If Working Replace If Needed and Check for Bugs in Fixture \*\***

**\*\* Clean Mini Blinds, Dust Off or Clean \*\***

**\*\* Check for Mold All Areas Includes Furniture\*\***

Governors Hall: Standard Dorm Room with Bathroom

**Rooms**

**Clean Sink and Underneath Sink**

**Clean Mirror**

**Clean Desk and Chairs**

**Clean Closet Doors and Shelves and Drawer**

**Clean Bed and Frames and Mattress**

**Clean Walls Includes Tape Spiderwebs**

**Clean Windows and Ledges**

**Check for Mold on Bed Frames All Areas**

**Clean Vents**

**Clean Entrance Door in And Out and Door Jam**

**Clean Sweep and Mop Floors**

**Wipe Off Lights Over Sinks and Hanging Also Check If All Are Working Replace If Needed and Check for Bugs Clean Also**

**\*\* Clean Mini Blinds, Dust Off or Clean If Needed \*\***

**Bathrooms**

**Clean Whole Tub and Shower Walls**

**Clean Commode**

**Sweep Mop Bathroom Floors**

**Clean Bathroom Vent**

**Clean Any Mold Off Shower or Walls**

**Change Shower Curtain**

Lucille Clement: Standard Dorm Room

**Rooms**

**Clean Sink and Underneath Sink**

**Clean Mirror**

**Clean Desk and Chairs**

**Clean Closet Doors and Shelves and Drawer**

**Clean Bed and Frames and Mattress**

**Clean Walls Includes Tape Spiderwebs**

**Clean Windows and Ledges**

**Check for Mold on Bed Frames All Areas**

**Clean Vents**

**Clean Entrance Door in And Out and Door Jam**

**Clean Sweep and Mop Floors**

**Wipe Off Lights Over Sinks and Hanging Also Check If All Are Working Replace If Needed and Check for Bugs Clean Also**

**\*\* Clean Mini Blinds, Dust Off or Clean If Needed \*\***

Luntsford: Efficiency Apartment

**Kitchens**

**Clean Stoves Inside and Out, Clean Stove Vent, Pull Out Stove Sweep Mop Behind**

**Clean Stove Hood Vent Exhaust**

**Clean Microwaves Were Applies**

**Refrigerator Clean Inside Out**

**Clean Wall Around Sink Backsplash**

**Clean Cabinets Inside and Out**

**Clean Counter Tops**

**Clean Sink**

**Clean Fire Extinguisher**

**Bathrooms**

**Clean Whole Tub and Shower Walls**

**Clean Whole Commode**

**Clean Vanity and Sink**

**Sweep Mop Bathroom Floors**

**Clean Mirror**

**Clean Bathroom Vent**

**Clean Any Mold Off Shower or Walls**

**Change Shower Curtain**

**Common Area**

**Clean Bed and Springs and Mattress**

**Clean Shelving**

**Clean Desk and Wardrobe**

**Clean Window and Screen and Ledges**

**Clean Wall Includes All Tape, Spiderwebs**

**Clean A/C Vent**

**Clean Door Entrance and Frame Inside Out**

**Clean Chairs**

**Clean Mirror If Any**

**Clean Sweep Mop Floors**

**\*\* Check All Light Bulbs If Working Replace If Needed and Check for Bugs in Fixture \*\***

**\*\* Clean Mini Blinds, Dust Off or Clean \*\***

**\*\* Check for Mold All Areas Includes Furniture\*\***

Davis Apartments: Efficiency

**Kitchens**

**Clean Stoves Inside and Out, Clean Stove Vent, Pull Out Stove Sweep Mop Behind**

**Clean Stove Hood Vent Exhaust**

**Clean Microwaves Were Applies**

**Refrigerator Clean Inside Out**

**Clean Wall Around Sink Backsplash**

**Clean Cabinets Inside and Out**

**Clean Counter Tops**

**Clean Sink**

**Clean Fire Extinguisher**

**Bathrooms**

**Clean Whole Tub and Shower Walls**

**Clean Whole Commode**

**Clean Vanity and Sink**

**Sweep Mop Bathroom Floors**

**Clean Mirror**

**Clean Bathroom Vent**

**Clean Any Mold Off Shower or Walls**

**Change Shower Curtain**

**Common Area**

**Clean Bed and Springs and Mattress**

**Clean Shelving**

**Clean Desk and Wardrobe**

**Clean Window and Screen and Ledges**

**Clean Wall Includes All Tape, Spiderwebs**

**Clean A/C Vent**

**Clean Door Entrance and Frame Inside Out**

**Clean Chairs**

**Clean Mirror If Any**

**Clean Sweep Mop Floors**

**\*\* Check All Light Bulbs If Working Replace If Needed and Check for Bugs in Fixture \*\***

**\*\* Clean Mini Blinds, Dust Off or Clean \*\***

**\*\* Check for Mold All Areas Includes Furniture\*\***