

## **Regular cleaning of unit**

We remind you that it is a term & condition of your lease that you keep the unit cleaned on a regular basis. If you are sharing the unit with others we recommend that a “house keeping” schedule be drawn up setting out each person’s weekly job towards the regular cleaning of the unit. This creates a good understanding for all as each person knows exactly what their responsibility is and no one particular person is left doing the bulk of the work. If you wish to make a regular booking with a cleaner to come say each week or fortnight or on a monthly basis, please ask at the office and management can provide contact details for various professional cleaners.

## **Some points to help you with your house keeping of your unit**

1. Nothing is to be hung over the balcony railings. You may use a free-standing wire clothes rack to hang your washing out to dry. It should not be higher than the height of the railings.
2. All areas in the bathrooms are to be kept dry at all times as they are not designed to withstand excessive water and are not water proof so will damage the owner’s property. The only area that is water proof is inside the shower cubicle. The bathroom floor is also to be kept dry at all times. If water spills onto the vanity and the floor then you need to mop it up immediately to prevent it from causing damage – if this happens you will be liable for the cost of repair.
3. The cook top and surrounding cooking areas must be cleaned on a regular basis after you have completed your cooking each day / evening to prevent the oil from hardening and going sticky and dusty and the cook top from having baked on food stains.
4. Showers and tiles / baths need to be cleaned on a regular basis to prevent build up of soap scum and body fat and mould which penetrates the grouting of the shower and discolours the grouting and causes damage through bad staining and recurring mould growth. By spraying bleach on a regular basis this helps to prevent mould from growing.
5. Hot plates are iron so will rust if water is left on them or they are wiped over with a wet cloth and not dried. A tube of “Hillmark Shine-on - solid hotplate protector” can be purchased at Coles or Woolworths in the cleaning section. It is inexpensive and helps protect the hotplates against rusting.
6. The lint filter of the clothes dryer should be cleaned after each time the clothes dryer is used. The lint filter is located in the plastic fitting inside the clothes dryer unit. It is important that this is done to enable the machine to dry your damp clothes quicker and also to reduce the risk of fire.
7. The filter in the extract unit above the cook top needs to be taken out and cleaned on a regular basis also to prevent it from becoming clogged with old oil splatter and to enable it to function effectively.
8. Cleaning products such as “Handy Andy” are good for general purpose cleaning. “Gumption” and “fine steel wool pads” clean the stainless steel cooktops and range hoods very well. Selleys Rapid Mould Killer or White King Bleach spray, when used on a regular basis, is very effective for controlling mould build up on showers / bath areas on a regular basis.

**Smoke detectors:** These are provided in the units for a specific purpose – to provide early warning signals to help keep us all safe in the event of a fire. **THESE ARE NOT TO BE TAMPERED WITH IN ANY WAY WHATSOEVER OR COVERED TO PREVENT CORRECT OPERATION. INFORM THE MANAGERS AS SOON AS YOU HEAR THE SIGNAL THAT THE BATTERY IS GOING FLAT.**