



**BROOKS CO-OPERATIVE HOMES INC.**

2145 Sheridan Park Dr., Ste. 6, Mississauga, Ont. L5K 1C6

Tel: (905) 823-4777 Email: office@brookskooperative.ca

**-REVISED-  
CLEANING COMMITTEE  
RESPONSIBILITIES**

*As a Brooks Cooperative Member, you are responsible for the condition of the common areas of your floor for the whole seven (7) day period of your cleaning duty, not just for the one day a week on which the major cleaning is done. (From Monday to Sunday evening)*

As part of your mandatory participation, the member shall perform the following cleaning of the hallways and common areas. The Co-op provides all cleaning supplies. Please speak to your Cleaning Co-Ordinator if you need supplies.

**CLEANING DUTIES FOR DOWNSTAIRS UNIT 1 TO 6**

- \*1. MOST IMPORTANT: Laundry room floor washed. HALLWAY SHALL BE SWEPT AND DAMP MOPPED ONCE A WEEK (TWICE IF REQUIRED).**
2. Washing machines and dryers shall be wiped down inside and outside with a damp cloth, including the agitator. Remove excess soap and dirt scum from under washer lid.
3. Wipe lint off laundry room walls and clean wall vents. Spot clean hallway walls and common area doors. Clear away cobwebs and spider webs from hallways and ceilings.
4. **Ensure garbage bag and recycling container are empty and clean inside and out.**
5. Pick up litter from the floors throughout the week.
6. Keep the sink clean.
7. Keep the back-cement stairs leading from the basement to the ground level swept and cleared of leaves and objects that could cause a fall or injury.
- \*8. MAKE SURE THE DRAIN IN THE GROUND OUTSIDE THE EXIT DOOR IS CLEAR OF SAND, ROCKS, LEAVES AND DEBRIS, TO PREVENT FLOODING. MAKE SURE THAT THE DOOR CAN BE OPENED.**

**NOTE: Cleaning supplies are for the common areas only—not for personal unit cleaning.**



**BROOKS CO-OPERATIVE HOMES INC.**

2145 Sheridan Park Dr., Ste. 6, Mississauga, Ont. L5K 1C6

Tel: (905) 823-4777 Email: office@brookskooperative.ca

**-REVISED-  
CLEANING COMMITTEE  
RESPONSIBILITIES**

*As a Brooks Cooperative Member, you are responsible for the condition of the common areas of your floor for the whole seven (7) day period of your cleaning duty, not just for the one day a week on which the major cleaning is done.*

As part of your mandatory participation, the member shall perform the following cleaning of the hallways and common areas. The Co-op provides all cleaning supplies. Please speak to your Cleaning Co-Ordinator if you need supplies.

**CLEANING DUTIES FOR UPSTAIRS UNITS 7 TO 17**

1. **MOST IMPORTANT: Vacuum the carpet twice a week.** In consideration of people's allergies, please do not use carpet deodorizer of any kind. Please change the vacuum bag, as required.

**\*\* Any problems with the vacuum (including changing the bag) should be directed immediately to the Cleaning Co-ordinator or the Cleaning Committee Chairperson.**

2. Sweep and damp mop the tile floors once a week, (twice if required).
3. Clean the lobby windows and inner and outer lobby doors with window cleaner once a week, twice if required.

- \*4. **SWEEP AND DAMP MOP THE STAIRWAY LEADING TO THE DOWNSTAIRS HALLWAY, ONCE A WEEK, (TWICE IF REQUIRED).**

5. Wipe down or spot clean the walls and common area doors, clear away cobwebs and spider webs.
6. Pick up litter from the stairs and floors throughout the week.

- \*7. **During the winter, please shovel and salt down the stairs and landing (front lobby and back fire escape), as required. Salt is available in front of your buildings on the sidewalk, or in bins behind each of the buildings.**

**NOTE:** Cleaning supplies are for the common areas only—not for personal unit cleaning.



**BROOKS CO-OPERATIVE HOMES INC.**

2145 Sheridan Park Dr., Ste. 6, Mississauga, Ont. L5K 1C6

Tel: (905) 823-4777 Email: [office@brookscooperative.ca](mailto:office@brookscooperative.ca)

## **Laundry Room Etiquette**

### **- Care and Maintenance of Washers:**

In order to keep our washing machines in good working order, please **do not overload** the machines by putting too many clothes or heavy items such as comforters, duvets, etc. in them. Heavy items should be taken to a laundromat which has heavy duty commercial washers. Costly repairs affect us all by down time of the machines and possible increases to Brooks housing charges at budget time.

### **- Caring for your neighbors:**

In respect for other Members, please allow the washing cycle to fully finish the washing cycle. Many quarters were lost and peoples washing cycle interrupted due to clothes being taken out before the final spin cycle is over.

**PLEASE DO NOT LEAVE ANY CLOTHES (WET OR DRY) IN THE LAUNDRY ROOM OVERNIGHT OR ALL DAY, MEANING,**

- 1. NOT ON TOP OF THE DRYERS**
- 2. NOT IN THE DRYERS**
- 3. NOT IN THE WASHING MACHINES**
- 4. NOT ON THE TABLE**
- 5. NOT IN A BASKET ON THE FLOOR**

- On Behalf of the Laundry & Cleaning Committes