

**Village of Mount Prospect**

**Guide to  
Care and Maintenance  
of Your Apartment**



**Sponsored by:  
Village of Mount Prospect  
Environmental Health Division**

**with the assistance of  
The Concerned Owners Association of  
Multi-Family Housing of Mount Prospect**



This is a helpful guide is to assist you in the care and maintenance of your apartment. Improper cleaning and maintenance can lead to permanent damage of the unit. It is important to remember that damage beyond regular wear can be applied against your security deposit. This guide is to assist you in proper care of your apartment to keep your home safe, clean and to avoid inconveniences and repairs.

## Bathroom

Moisture from the shower and bath can cause damage to walls, ceiling, floors, and tiles. Moisture will also promote the growth of mold and mildew. It is important to keep the ventilation fan on or the window open for at least fifteen minutes after a shower. This will ensure that the moisture has been vented from the room. Water can enter behind tiles and damage walls if the grout or sealer between tiles is missing or damaged. Mildew and mold will deteriorate the grout. Therefore, it is important to clean the shower.

- The exhaust fan must be turned on or the window opened during bathroom usage in order to remove excess moisture.
- The shower curtain needs to be kept in the bath tub when the shower is in use and opened completely to allow shower area to dry when the shower is not in use.
- A bath mat should be used when stepping out of the shower to prevent water damage to the floor.
- Mold and mildew can be removed from tile and grout by the use of specialty cleaners.
- The bathroom should be thoroughly cleaned at least once a week using a soft scrub cleaner.



## **General Cleaning Recommendations**

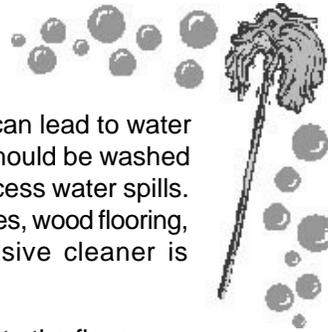
Using improper cleaning agents can make tasks more difficult and cause damage to surfaces. The following should be kept in mind before beginning any cleaning task:

- Products labeled for specific tasks should be used for those types of tasks only.
- Read instructions on cleaning products before usage.
- Most cleaners are designed to be used on specific surfaces and may cause damage if used on unapproved surfaces.
- Never mix solutions together. A chemical reaction may occur and lead to permanent damage of the surface.
- Most spills and accidents can be removed easier if cleaned promptly and regularly.
- The management should be contacted with questions regarding cleaning products or techniques.
- The management should also be contacted in the event of an emergency or to report maintenance problems. Do not attempt to make repairs in your apartment.



## Floors

Most building construction is not water-tight. Using strand mops and/or pouring water on the floor can lead to water damage of neighboring apartments. Flooring should be washed with a damp sponge mop in order to prevent excess water spills. In addition, abrasive cleaners can damage vinyl tiles, wood flooring, and sheet goods. A soft scrub or nonabrasive cleaner is recommended to remove stubborn stains.



- Water should never be poured directly onto the floor.
- Tile and ceramic floors need to first be swept and then washed with a damp sponge mop.
- Soiled mop water needs to be replaced with clean water and fresh cleaner.
- Hardwood floors should be dust-mopped first and then cleaned with a combination cleaner and wax.

## Carpeting

Regular vacuuming will prevent premature carpet matting and soil stains. Staining can be avoided by cleaning up spills immediately.



- Carpeting should be vacuumed at least once a week.
- Spills are to be blotted, not wiped, dry.
- A carpet cleaner solution may be used to remove stubborn stains.

## Windows

Moisture on the windows can damage frames, sills, and walls. This usually occurs during extreme hot or cold temperatures. Promoting air circulation over windows by opening drapes or blinds will prevent moisture. Moving curtains and blinds away from the wall and window is recommended. Poor sealing windows or worn weather stripping may be the cause if the problem continues. Please call the management if problems persist.



- Keep the insects out by not removing window screens.
- Blinds can be dusted with a towel or feather duster. Soiled blinds may be washed in warm water and mild detergent.
- Clean window tracks will ensure easy opening of windows.

## Plumbing

Clogged pipes, leaks and drips need to be reported to management immediately to prevent additional damage to the system and surrounding structure.



- Never pour cooking grease down the drain. Cooking grease should be poured into a container, covered and placed in the trash.
- Disposable diapers, sanitary napkins, or any other foreign objects should not be flushed down the toilet.
- Consult management before using any type of drain cleaner. Improper use of cleaners can damage fixtures and rot pipes.

## Walls and Ceilings

Water spots and large cracks can be the indications of underlying problems. Notify the owner or manager if these marks appear. Soiled walls and ceilings may be cleaned with the use of warm water and a mild detergent.



## Kitchen

Sharp objects and abrasive cleaners can damage refrigerator, stove, and counter top surfaces. Mild detergents and soft scrubs are recommended to prevent premature wear of these areas. It is also important to store unused foods in closed containers and clean the cooking area after meals have been prepared. These practices will assist in the prevention of pests in the complex.



- Cabinets, countertops, refrigerators and the stove should be cleaned regularly using a mild detergent.
- To prevent the attraction of pests, immediate cleanup of spills and food is needed. Garbage also needs to be taken out on a regular basis and not allowed to accumulate. Contact management if problem with pests occurs.
- Excess bags, boxes and drawer liners provide areas for pests to live. It is important to limit use of liners and remove unneeded bags and boxes.
- Counter tops are never to be used as cutting boards.
- Stove burners, plates and ovens should be cleaned at least once a week to reduce the possibility of a grease fire.
- Refrigerators need to be defrosted every six months.
- Hot water should be used to melt ice build up in the freezer.



## Apartment Security Suggestions



- Always report suspicious activity by dialing 9-1-1.
- Do not prop open doors with carpets or other objects. This allows criminals into your home.
- Report burned out light bulbs and broken door locks to maintenance.
- When replacing light bulbs, check label on light fixture for maximum wattage (never use more than allowed).
- Remember to lock all doors and windows when leaving your apartment, even if only for a short time.
- Drinking of alcohol in the commons may be against the law in your complex. Check with your management prior to any outdoor drinking.
- Remember to lock your car doors and roll-up the windows when leaving your vehicle.
- Remove all valuable property from your car or place it out of sight. Visible items like CD's, radar detectors or other valuables are regularly taken when left in plain sight.
- Whenever possible, park your vehicle in well-lit areas of the parking lot.
- A clean apartment complex is a safe, crime-free complex...do not litter.
- Never BUZZ someone into the building unless you know who it is. You may be inviting a disaster into your home.
- Use timers on lights and a radio when you will be away from your apartment.
- For more information on home or personal safety or a free security survey call your Crime Prevention Unit at 870-5650.



*Security tips provided by the Mount Prospect Police  
Department Crime Prevention Unit.*



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