



I-Clean Program

Update in May 2014

Every tenant is responsible for the cleanliness of common areas

1

1. **Kitchen sink/dishes:** be courteous and clean your dishes after you use them so others may cook their dinner too. Dishes and all your belongings are not to be left in the sink, countertop, or common areas. Any unattended items on the countertop and sink at any given time shall be regarded as garbage and will be thrown away without notice.
2. **Conduct your turn of cleaning duty on weekly basis**
 - 2.1. I-Clean schedule indicates everyone's duty months ahead. The schedule may update based on the tenancy status.
 - 2.2. I-Clean checklist set up all the items/standard for cleaning.
 - 2.3. Both schedule and checklist are available in laundry room.
 - 2.4. The schedule published is final with no further change. It is your sole responsibility to make arrangement to ENSURE your scheduled duties are being fulfilled with no exception, or a fine of \$75.00 per time shall be added as part of your rent.
3. **The proof of completion**
 - 3.1. You **must send an email to iclean@flyingstonecanada.com, along with** at least 5 photos on the following areas, as well as your name and duty time period (YYYYMMDD to YYYYMMDD), and make sure the pictures can clearly show the cleanness and tidiness after your cleaning work.
 - 3.1.1. a photo of kitchen and living room
 - 3.1.2. a photo of laundry area
 - 3.1.3. a photos of every bathroom of all the bathrooms
 - 3.1.4. a photo of front yard
 - 3.1.5. a photo of the back yard.
 - 3.2. Make sure to send this email at the end of your week on duty between **8:00 am, Saturday up to 8:00 pm, Sunday. Any email outside this timeline is invalid.**
 - 3.3. Any email without pictures shall count as NOT completed.
4. **Once we receive your completion email**



- 4.1. The office may mark you off form office record to indicate the completion of your duty of the week.
- 4.2. Any complaints about the completed work have to be addressed in writing with proof/evidence within 24 hrs of the completion. After the first 24 hrs any complaint regarding the previous cleaning shall be invalid.

5. If we don't receive your completion email

- 5.1. It means your cleaning duty is **NOT completed** and a charge of **\$75.00** every offense will be added to your coming rent automatically.
- 5.2. The next person on duty may choose to complete the uncompleted work and email the required photos to office within 24 hrs to prove the premise has been cleaned and brought up as per the standard, and he/she shall qualify for the credit of **\$75.00**, which will be paid out by a separate cheque, subject to the inspection/confirmation of the office.
- 5.3. If receiving nothing from the next person on duty within 24 hrs, it means the premises is not being cleaned and office then make arrangements to clean it immediately, pictures shall be taken as proof of completed work. The next person on duty then starts his/her turn as scheduled.

6. **Check & inspection:** The office shall conduct number of unscheduled inspections without advanced notice to these common areas to ensure the quality of the work is being maintained. And office staff shall make the final decision on any dispute.

Flying Stone Canada office reserves the right to change, modify, cancel any or part of the policy items any time with no advanced notice.