CLEANING RECOMMENDATIONS FOR MOVING OUT

To avoid a cleaning charge after checking out of your apartment, we suggest that you leave your unit in the following condition.

I. REMOVE YOUR PERSONAL BELONGINGS!
   - In order to properly check out of your apartment, all of your personal belongings must be removed from all of your designated spaces.
   - YOU WILL NOT BE CHECKED OUT UNTIL THIS HAS BEEN DONE.

II. Floors
    - Sweep, remove any marks, and mop.

III. Carpet
    - Vacuum thoroughly; excessive stains may result in carpet cleaning charge.

IV. Bathroom
    - Clean toilet, fixtures, and shower/tub with non-abrasive cleanser.
    - Comet liquid with bleach works well in bathroom and kitchen sinks. Avoid contact with carpet!
    - Clean sinks, medicine cabinets, and mirrors.
    - Clean floors, walls, and ceiling if necessary.
    - Clean/wipe inside of cabinet area under sink(s).

V. Kitchen
    - Remove all shelf paper from cabinets and wipe clean.
    - Wipe/clean Microwave.
    - Clean all surfaces and the screen on the exhaust fan.
    - Clear out and clean refrigerator and freezer.
    - Remove ALL food from cabinets.
    - Wipe all surfaces clean; doors, shelves, etc.
    - Clean counters and sink with non-abrasive cleanser.
    - Clorox Clean-Up with bleach works well in bathroom and kitchen. Avoid contact with carpet!

VI. Furniture
    - Vacuum underneath furniture cushions.
    - Use a mild soap solution or consult a custodial staff person if upholstery is soiled.
    - Wipe lamps with a damp cloth.
    - Dust tables, wooden chairs, dressers, and desks.
    - Remove all hangers and personal items from closets.
    - Reassemble bed frames.

VII. Balcony
    - Remove any personal belongings or debris, and sweep clean as necessary.

VIII. Trash and other “stuff”
    - We ask that you please place ALL trash inside the large trash bins inside the trash enclosure. DO NOT place trash in the laundry rooms, walkway receptacles, or next to the dumpsters. Your cooperation is greatly appreciated and will assist the Grounds and Custodial staff who have worked very hard all year to provide you with the nicest residential grounds possible.
    - Any abandoned property may be donated.

IX. Charges
    - Cleaning charges will be assessed for any room that has not been properly cleaned.
    - You will be charged for removal of items you leave behind (cost varies depending on how much has to be removed).
    - Damages to paint, carpet, furniture, fixtures, cabinets etc. will be charged to your account.

It is YOUR responsibility to leave the apartment in an acceptable condition - Please take some time to make it look nice.

Housing and Residence Life
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