

Avoid Check-Out Charges! How to Clean Your Apartment for Closing Checkouts

As or after you leave Central Village or Greenwood, apartment staff will check your apartment for damages and cleanliness. Your apartment **MUST** be clean.

To avoid cleaning charges, all apartments must be thoroughly cleaned before checking out. The information below explains how you should clean your apartment. Every apartment must be cleaned before **EACH** resident in each apartment checks out. If your apartment is not clean, you will be assessed cleaning and damage charges accordingly (minimum charge of \$100 improper check out fee).

Suggested cleaners:

- Mirror/Windows – use a window or glass cleaner such as Windex
- Dawn soap mixed in a spray bottle with water will remove gunk on dressers and desks as well as hand oil residue on doors (closet and room door) where you grab the doors to open them.
- Magic erasers really are MAGIC when it comes to helping removing gunk and grime
- Shower walls and tub – use any soap scum cleaner such as Dawn soap, Scrubbing Bubbles, or other shower cleaner
- Toilet bowls should be cleaned with Lysol, Clorox, or other appropriate cleaners.
- Fabric furniture – use of a vacuum will not remove all hair – use a lint roller or roll duct tape across the cushions to remove animal/human hair

Please use the guide below as you are cleaning your apartment and preparing for your checkout. A more detailed guide is available upon request. Please contact your ACA for a copy of the detailed cleaning guide.

| Apt Area | Item | How to know if it is clean |
|--------------------------|-------------------------|--|
| General Apartment | Ceiling | Ceiling must be free of all items including tape, putty, nails, hooks, etc. |
| | All Blinds | Blinds should be clean. Open and close them each way to ensure this is so. |
| | All Doors | Inside and outside of door should be wiped down and be free of oil residue, tape, tape residue, nails, hooks, etc. |
| | Carpet Floors | Floor should be vacuumed completely. Baseboards should be wiped down. |
| | Vinyl Floors | Floor should be swept and mopped. It should be completely free of all debris and stains. Pay special attention to the area behind the toilet, between the toilet and bathtub, and in the kitchen near the stove. Baseboards should be wiped down. |
| | Walls | Walls should be free of all tape, tape residue, nails, hooks, etc. as well as any stains caused by the tape. Walls should be wiped down as needed. |
| | Windows/ Screens | Inside of windows should be washed and completely clear of any stains, dirt or dust. Screen should be free of any debris stuck in it. Windowsills should be wiped down and clear of any stains, dirt or dust. Windows should be cleaned with window/glass cleaner. |

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| General Apartment | Cabinets/Shelves | Inside needs to be emptied. Shelves need to be taken out, cleaned and put back in place. Please leave the cabinet doors (medicine, pantry, kitchen, etc.) open for check out. All vanity drawers and cabinets should be emptied and wiped out, including the area under the sink. |
| | Light Fixtures and Switches | Light switch covers should be wiped off. Light covers, other than the one on the ceiling, should be wiped down. All light bulbs in the bathroom must be present and working |
| | Thermostat | Please turn the air conditioning on before you leave. Set the temperature to 71 and leave the fan on "auto" |
| | Vent covers | Should be clean and free of all debris |
| | Sinks/Faucets/Aerators | Sink should be cleaned out and free of any hair, soap scum or mold. Faucet, knobs and other fixtures should be wiped down and free of any stains. |
| | Balconies/ Porches | Should be wiped down and free of all debris. Any decorations or personal items should be removed. Storage spaces should be empty. Ensure the lightbulbs are working. |
| | Handrails (Greenwood only) | Handrails should be wiped down including the bannisters and balusters |
| Bathroom | Shower/ Bathtub Area | Bathtubs should be completely drained and dried out. Bathtub floor, walls and ledges should all be cleaned and be completely free of hair, soap scum, mold and other stains. Shower walls should be wiped down and clear of any dirt, dust or stains. Soap dish should be wiped out and have no leftover soap or soap scum in it. All faucets, knobs and other fixtures should be wiped down and free of any stains. Do not leave your shower curtain or curtain rings—take them with you. |
| | Toilet | Toilet bowl should be cleaned and free of any debris. There should be no visible stains in the toilet; pay special attention to the area under the rim. Outside of toilet bowl needs to be wiped off and be free of any stains, hair or debris. Pay special attention to the back of the bowl and the area directly behind the seat. Toilet seat needs to be wiped down and free of any dirt, dust or stains. Pipes behind the toilet should also be wiped down and be free of stains. |
| Kitchen | Stovetop | Stovetop should be wiped down of all grease and other debris. Drip pans should be free of any burnt on grease or food residue (Drip pans are difficult to clean. You may be better off either replacing them or planning to pay the \$13-25 replacement charge from the University.) If you replace them yourself, please get the right size and shape or you will be charged). Lift up the stovetop and clean underneath. |
| | Range Hood | Should be wiped down on top and underneath. Do not remove or mess with the firestop canisters. |
| | Oven | Front and window should be wiped down and clear of any grease. The inside of the oven should be cleaned (Use cleaning brand specific instructions). Please remove any grease or debris inside with an oven cleaner. Oven should have at least one rack. |
| | Refrigerator/ Freezer | Inside of refrigerator and freezer must be cleaned out completely and free of all items, including the shelves in the door. Only leave your ice cube trays if they were provided by the University. Wipe down the sides and top of your refrigerator |

