

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

During your selected check out time with the CA staff who will inspect your room and complete the checkout process, 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, your CA will not check you out, resulting in at least a \$50 improper checkout fine.

Bedroom

Item	How to know if it is clean
Bed Frames	Must be completely wiped down and be free of dust and dirt. If laminate is peeling, leave it on—do not peel it off. Beds should be adjusted so that the top bracket is 7-9 notches from the top.
Ceiling	Ceiling must be free of all items including tape, putty, nails, hooks, etc.
Chair	Desk chair must be wiped down and be free of dust and dirt. Chair pads must be free of stains.
Closet Area	Closets and areas above closet (if applicable) need to be completely emptied and wiped out.
Blinds	Blinds should be clean. Open and close them each way to ensure this is so.
Desk and Drawers	Top of desk must be wiped off and be free of stains, dirt and dust. All drawers must be emptied and wiped out. Please leave all desk drawers open for check out.
Dresser and Drawers	Top of dresser must be wiped off and be free of stains, dirt and dust. All drawers must be emptied and wiped out. Please leave all dresser drawers open for check out.
Door	Inside and outside of door should be wiped down and be free of tape, tape residue, nails, hooks, etc.
Electrical Outlets	Outlet covers should be wiped off.
Floor	Floor should be vacuumed completely. Baseboards should be wiped down.
Lights and Switch	Light switch cover should be wiped off. Light covers, other than the one on the ceiling, should be wiped down.
Mirror	Mirror should be cleaned. It should be free of any writing, tape, smears, streaks, etc.
Telecom Jacks	Should be wiped off.
Radiator	Should be wiped off and free of any stains, dust or dirt.
Smoke alarm	Do not touch the smoke alarm.
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.
Wastebasket and Recycling Bin	Wastebasket and Recycling Bin (For Crossing residents: the recycle bin should stay in the kitchen) should each be emptied of all garbage/recycling and washed out. There should not be any debris in the wastebasket or recycling bin upon checking out.
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.

(Instructions Continued on Other Side)

Bathroom

Cabinets/Shelves	Inside of medicine cabinet needs to be emptied. Shelves in medicine cabinet need to be taken out, cleaned and put back in place. Shelves on wall need to be emptied and wiped off. Please leave the medicine cabinet open for check out. Crossing only: vanity and bathroom cabinets and drawers should be wiped out and free of all debris; this includes the area under the sink. Please also wipe down the outsides of the cabinet doors and drawers.
Mirror	Mirror(s) should be cleaned. It should be free of any writing, tape, smears, streaks, etc.
Ceiling	Bathroom ceiling must be free of all items including tape, putty, nails, hooks, etc. Any mold on the ceiling needs to be reported to the CA upon check out.
Door	Inside and outside of door should be wiped down and be free of tape, tape residue, nails, hooks, etc.
Lock Mechanism	Door knob should be wiped down on each side
Electrical Outlets	Outlet covers should be wiped off
Floor	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 and between the toilet and bathtub/shower. Baseboards should be wiped down.
Light Fixture and Switch	Light switch cover should be wiped off. Light covers, other than the one on the ceiling, should be wiped down.
Radiator	Should be wiped off and free of any stains, dust or dirt.
Shower/Bathtub Area	Bathtubs/showers 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. The <i>original</i> shower curtain should be wiped down and free of any soap scum or mold. Shower curtains may be laundered in washing machine (please wipe any mold stains off first) but NOT dried. Hang back up to dry!
Sink/Faucet/Aerator	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.
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.
Towel Bars	Should be wiped down and free of any dust or dirt.
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.
Window	Inside of windows should be washed and completely clear of any stains, dirt or dust. Windowsills should be wiped down and clear of any stains, dirt or dust.
Exhaust Fan	Fan should be wiped down and cleared of any dust.

Living Room

Couch/Chair	Couch and chair (Crossing only)should be vacuumed of all dirt and other debris, including under the cushions and on the back and sides
Coffee Table	Coffee Table should be wiped down

(Instructions Continued on Other Side)

Partition Wall	Wall should be wiped down on both sides and top
Shelves (F/K only)	All shelves should be on the wall with all braces intact. Please also wipe down each shelf
Ceiling	Ceiling must be free of all items including tape, putty, nails, hooks, etc.
Door	Inside and outside of door should be wiped down and be free of tape, tape residue, nails, hooks, etc.
Lock Mechanism	Door knob should be wiped down on each side.
Electrical Outlets	Outlet covers should be wiped off.
Floor	Floor should be vacuumed (and mopped for Crossing Residents) completely. Baseboards should be wiped down.
Lights and Switch	Light switch cover should be wiped off. Light covers, other than the one on the ceiling, should be wiped down.
Smoke alarm	Do not touch the smoke alarm.
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.

Kitchen

Stovetop	Stovetop should be cleaned and free of grease and debris. All drip pans must be completely clean and intact.
Range Hood	Top of hood should be cleaned. All firestops must be in place
Microwave (TC only)	Inside and outside of microwave need to be wiped clean and free of food or stains
Oven	Inside of oven needs to be cleaned with some type of oven cleaner. All wire racks must be wiped down. All debris must be swept out of the bottom of the inside of the oven.
Sink/Faucet/Aerator	Sink should be cleaned out and free of debris and grease. Faucet, knobs and other fixtures should be wiped down and free of any stains.
Cabinets and drawers	Cabinets and drawers should be wiped out and free of all debris and other items that the university did not provide. This includes the area under the sink. Please also wipe down the outsides of the cabinet doors and drawers.
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
Table and Chairs	Dining table (if applicable) must be completely cleaned off and free of debris. Chairs must be wiped down and be free of dust and dirt. Chair pads must be free of stains.
Air conditioner (F/K only)	Outside of air conditioner must be free of all dust, debris and mold. Do not clean the inside of the air conditioner.
Blinds	Blinds should be clean. Open and close them each way to ensure this is so.
Ceiling	Ceiling must be free of all items including tape, putty, nails, hooks, etc.
Electrical Outlets	Outlet covers should be wiped off.
Floor	Floor should be swept and mopped. It should be completely free of all debris and stains, including stains left by tape. Baseboards should be wiped down.
Lights and Switch	Light switch cover should be wiped off. Light covers, other than the one on the ceiling, should be wiped down.
Radiator	Should be wiped off and free of any stains, dust or dirt.
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.
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.

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