

# 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 assess cleaning and damage charges accordingly.

## Bedrooms

Item	How to know if it is clean
<b>Ceiling</b>	Ceiling must be free of all items including tape, putty, nails, hooks, etc.
<b>Closet Area</b>	Closets and shelves need to be completely emptied and wiped out.
<b>Blinds</b>	Blinds should be clean. Open and close them each way to ensure this is so.
<b>Door</b>	Inside and outside of door should be wiped down and be free of tape, tape residue, nails, hooks, etc.
<b>Electrical Outlets</b>	Outlet covers should be wiped off.
<b>Floor</b>	Floor should be vacuumed completely. Baseboards should be wiped down.
<b>Lights and Switch</b>	Light switch cover should be wiped off. Light covers, other than the one on the ceiling, should be wiped down.
<b>Telecom Jacks</b>	Should be wiped off.
<b>Smoke alarm</b>	<b>Do not touch the smoke alarm.</b>
<b>Walls</b>	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.
<b>Windows/Screens</b>	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.

## Bathroom

<b>Cabinets/Shelves</b>	Inside of medicine cabinet needs to be emptied. Shelves in medicine cabinet need to be taken out, cleaned and put back in place. Please leave the medicine cabinet open for check out. All vanity drawers and cabinets should be emptied and wiped out, including the area under the sink.
<b>Mirror</b>	Mirror should be cleaned. It should be free of any writing, tape, smears, streaks, etc.
<b>Ceiling</b>	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.
<b>Door</b>	Inside and outside of door should be wiped down and be free of tape, tape residue, nails, hooks, etc.
<b>Lock Mechanism</b>	Door knob should be wiped down on each side

(Instructions Continued on Other Side)

<b>Electrical Outlets</b>	Outlet covers should be wiped off
<b>Floor</b>	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. Baseboards should be wiped down.
<b>Light Fixture and Switch</b>	Light switch cover 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
<b>Shower/Bathtub Area</b>	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.
<b>Sink/Faucet/Aerator</b>	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.
<b>Toilet</b>	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.
<b>Towel Bars</b>	Should be wiped down and free of any dust or dirt.
<b>Walls</b>	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.
<b>Exhaust Fan</b>	Fan should be wiped down and cleared of any dust.

## Living Room

<b>Ceiling</b>	Ceiling must be free of all items including tape, putty, nails, hooks, etc.
<b>Door</b>	Inside and outside of door should be wiped down and be free of tape, tape residue, nails, hooks, etc.
<b>Lock Mechanism</b>	Door knob should be wiped down on each side.
<b>Electrical Outlets</b>	Outlet covers should be wiped off.
<b>Floor</b>	Floor should be vacuumed completely. Baseboards should be wiped down.
<b>Lights and Switch</b>	Light switch cover should be wiped off. Light covers, other than the one on the ceiling, should be wiped down.
<b>Smoke alarm</b>	<b>Do not touch the smoke alarm.</b>
<b>Walls</b>	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.
<b>Windows/Screens</b>	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.
<b>Blinds</b>	Blinds should be clean. Open and close them each way to ensure this is so.
<b>Door to balcony or porch (CV only)</b>	Door must be wiped down on both sides. Window within door needs to be cleaned on both sides.
<b>Thermostat</b>	Please turn the air conditioning on before you leave. Set the temperature to 71 and leave the fan on “auto”

(Instructions Continued on Other Side)

## Kitchen

<b>Stovetop</b>	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 are 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.
<b>Range Hood</b>	Should be wiped down on top and underneath. Do not remove or mess with the firestop canisters.
<b>Oven</b>	Front and window should be wiped down and clear of any grease. The inside of the oven should be cleaned. Please remove any grease or debris inside with an oven cleaner. Oven should have at least one rack.
<b>Sink/Faucet/Aerator</b>	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.
<b>Cabinets and drawers</b>	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.
<b>Refrigerator/Freezer</b>	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
<b>Blinds (CV only)</b>	Blinds should be clean. Open and close them each way to ensure this is so.
<b>Ceiling</b>	Ceiling must be free of all items including tape, putty, nails, hooks, etc.
<b>Electrical Outlets</b>	Outlet covers should be wiped off.
<b>Floor</b>	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.
<b>Lights and Switch</b>	Light switch cover should be wiped off. Light covers, other than the one on the ceiling, should be wiped down.
<b>Radiator</b>	Should be wiped off and free of any stains, dust or dirt.
<b>Windows/Screens (CV only)</b>	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.
<b>Walls</b>	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.
<b>Countertops</b>	All countertops need to be completely clean and free of debris
<b>Door to balcony or porch (CV only)</b>	Door must be wiped down on both sides. Window within door needs to be cleaned on both sides.

## Balconies/Porches

<b>Floor</b>	Floor must be swept and free of all items
<b>Slats and rails</b>	All slats and rails must be wiped down
<b>Walls</b>	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.
<b>Light fixture</b>	Light fixture should be wiped down. Take the globe off and wipe down the inside of the globe. Ensure that there is a working light bulb in the fixture.

(Instructions Continued on Other Side)

## Pantries and storage areas

<b>Floor</b>	Floor must be swept and free of all items. Pantry floors must be mopped.
<b>Walls</b>	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.
<b>Light fixture</b>	Light fixture should be wiped down. Take the globe off (if applicable) and wipe down the inside of the globe. Ensure that there is a working light bulb in the fixture.
<b>Walls</b>	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.
<b>Door</b>	Inside and outside of door should be wiped down and be free of tape, tape residue, nails, hooks, etc.
<b>Water Heater and Furnace</b>	<b>Do not touch the water heater or furnace</b>

## Dining Room (GW only)

<b>Vertical blinds</b>	Blinds should be clean. Open and close them each way to ensure this is so.
<b>Sliding Door</b>	Windows in sliding doors should be washed and completely clear of any stains, dirt or dust on both sides. Screen doors should be free of any debris stuck in it on each side.
<b>Light fixture</b>	Light fixture should be wiped down. Take each globe off and wipe down the inside of the globe. Ensure that all light bulbs in the fixture are in working order.
<b>Floor</b>	Floor must be swept and free of all items.
<b>Walls</b>	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.

## Stairwell (GW only)

<b>Floors</b>	Floor should be vacuumed completely, including the stairs and the landings in the middle and at the top of the stairwell. Baseboards should be wiped down.
<b>Vent cover</b>	Should be clean and free of all debris.
<b>Handrails</b>	Handrails should be wiped down including the bannisters and balusters.

(Instructions Continued on Other Side)