



# CLEANING GUIDELINES

When preparing to move, the following must be completed:

- Remove all of your belongings from the apartment, patio/balcony and storage room
- Remove all trash and dispose of properly
- Clean all exterior and interior surfaces of the kitchen appliances: including the refrigerator, stove, dishwasher, hood and microwave
- Sweep and mop all un-carpeted floors
- Vacuum all carpets
- Clean all bathrooms
- Clean and remove any shelf paper from the cabinets, drawers and shelves
- Clean all mirrors, ceiling fans and light fixtures
- Clean all window and mini-blinds
- Call to disconnect/forward phone and cable/internet service if contracted separately
- Return all apartment keys, mail keys and any access control devices (key fob's)

## - - DETAILS - -

This guideline is intended to aid you in preparing for your final inspection. Some items listed below may not apply. Completion of the following items will greatly reduce the likelihood of move out charges being assessed. Should you have any additional concerns, please contact the office prior to the inspection.

### **KITCHEN**

Thoroughly clean all appliances and cabinets. Wipe clean all countertops and sinks. Please pay special attention to the following items:

- Stove - remove debris from burners, broiler pan and underside of cook top
- Range Hood - remove grease from fan, filter and light cover
- Refrigerator - wipe clean door seals and kick plate; set temperature levels to lowest setting
- Dishwasher - wipe clean door seals, racks and outtake filter
- Microwave – wipe clean door seals, vent and interior

### **BATHROOMS**

Thoroughly clean floors, sinks, shower/tubs and toilet fixtures. Please pay special attention to the following items:

- Medicine Cabinets - thoroughly clean the interior and the mirror
- Light Fixtures/Exhaust Fans - remove dust and wipe clean
- Faucets - remove rust and other mineral deposits



## **WALLS/DOORS**

Remove scuffmarks, crayon, food and other debris from walls (please do not attempt to fill/patch nail holes). Door moldings and knobs should be free of dust and clean.

## **WINDOWS**

Thoroughly wipe windows and window coverings (this includes blinds, windows and screens), removing all dust, marks and streaks. In addition, please remove dirt and debris from window tracks and locks.

## **CEILING FIXTURES**

Dust and clean light fixtures, ceiling fans and HVAC vents (be very careful not to activate sprinkler system).

## **FLOORING**

Please sweep and mop all vinyl and tile flooring. **DO NOT USE WAX** on any flooring. Clean and remove dust from baseboards throughout the apartment. Vacuum carpets thoroughly. It is not necessary to have the carpets shampooed. However, if you feel that your carpet is heavily stained and has wax/gum imbedded in the fibers, then you may want to schedule a professional carpet cleaner. Only those units that have "regular" wear-and-tear will not be assessed a carpet-cleaning fee. Special instructions may be given at the time of pre-inspection regarding additional carpet care.

## **PATIOS & STORAGE CLOSETS**

Sweep and clean the floors. Remove cobwebs from ceilings, beams and around light fixtures. Remove all personal belongings and dispose of any hazardous waste in accordance with federal and state regulations.

We appreciate your cooperation and hope you have a smooth transition to your new home. If you are graduating . . . best of luck in all your future endeavors!