



CLEANING CHECKLIST

Although we expect a certain amount of normal wear and tear, your apartment must be left in a clean and satisfactory condition. Your apartment most likely has been assigned and the prospective tenants must move in without delay. Our apartment preparation crews are only “touch up” crews and you are expected to thoroughly clean your apartment. The following should provide some assistance in meeting necessary standards of cleanliness.

LET'S START

Be sure that all personal possessions are removed by 5:00 pm of the move-out day, or by the inspection time, whichever is earlier. You will be charged for removal of any abandoned personal items. All abandoned property will be disposed of following University guidelines.

KITCHEN EQUIPMENT

ELECTRIC STOVE

If you have an electric stove, be sure that the circuit breaker to the stove is off prior to cleaning. The circuit breaker is located in the electrical panel in your apartment. Take out all removable parts and place them in the sink for cleaning.

Wash tops, sides, back, front, control panel, drip pan, racks, and oven drawer with a cleaning solution (such as Spic and Span) to remove grease and marks.

All residue on the pans, under and on top of the rings (around the coils on top), on the broiler/grill (both sides) can be removed with steel wool pads, such as S.O.S. Prior soaking in ammonia solution also helps loosen residue.

Pull the stove out from the wall. Clean the sides and back of the stove and floor and wall behind it. Remember to clean the stove head and exhaust fan cover and filter.

Push-button range buttons should not be sprayed with oven cleaner as the cleaner may short out the electrical system.

After cleaning, reassemble the parts of the stove. Leave the stove pulled out from the wall, and the breaker off. Leave drip pan inside the oven.

GAS STOVE

Follow the same procedures as above except do not pull stove out from the wall, as it may disturb the gas line.

REFRIGERATOR

Clean with mild liquid detergent or baking soda solution and wipe dry.

Inside: Wash walls, racks, vegetable drawer, crisper top, door and door gasket (rubber strip around door), especially gasket folds.

Outside: Wash top, back, sides, front and the drip pan.

FREEZER (FOR FREEZERS THAT ARE NOT FROST FREE)

Defrost as follows: remove food, turn off freezer, leave door open, and put a pan of hot water in to speed it up. Do not use sharp objects to loosen ice. Do not use hair dryers or other heat mechanisms. You may puncture the evaporator lines and you will be charged for a replacement refrigerator.

Pull refrigerator out from the wall and remove all personal property that may have accumulated. Clean floors and walls, under, behind, and beside the refrigerator. **LEAVE ICE TRAYS IN REFRIGERATOR.**

KITCHEN SINK

Using a fine scouring powder, wash the kitchen sink and fixtures. Clean the metal fixtures including those under the sink in the cabinet. Rinse thoroughly with clean water.

KITCHEN CABINETS AND DRAWERS

Wash inside and outside, especially around the handles with mild liquid detergent. Empty drawers and wipe out. Remove all sticky spots.

BATHROOM

BATHROOM FIXTURES

Wash tub, tile, sink, chrome fixtures, toothbrush holder, soap dish, medicine chest, toilet (bowl, seat, and lid), floors, baseboards, walls, and doors. Use cleanser, then rinse well and wipe dry to avoid spotting or residue. Remove mildew deposits from fixtures and walls with a product such as X-14 or Tilex. Don't forget the metal brush will remove

mildew. Wash the medicine cabinet inside and out, including the top and the mirror. Remove any decals with rubbing alcohol and cleaning solution.

GENERAL APARTMENT CLEANING

WALLS AND DOORS

Check all walls and doors for marks (including tape marks), hand prints, and any other marks that can be removed with detergent and water. Remove all such marks.

Be sure to clean light switches, electric outlet covers, door handles, and baseboards.

All mildew needs to be removed. It can be eliminated. Use the following method: 1 gallon water, 1 cup bleach, and 1 cup strong cleaner (like DOW 409). **NEVER MIX BLEACH WITH AMMONIA!**

Remove all nails and picture hooks from wall. Do not repair holes. Maintenance will repair them. A charge will be assessed for any drilled holes, ceiling hooks and large nail holes, except those specifically used to earthquake proof your property.

WINDOW AREAS

Ensure that all stickers and tape marks are removed and that the window frames are also cleaned. Vacuum or brush off all screens and leave screens in place in the window. Clean all window tracks. Leave all security window locks.

FLOORS

All the floors should be swept and mopped. Remove all grease. **DO NOT WAX THE FLOORS.** Mop and rinse tile and linoleum floors until clean. Dispose of all cleaning water in the toilet bowl.

HEATER AND STOVE

When leaving, please turn off heater and stove.

MISCELLANEOUS

Should you have any items in storage you must remove all belongings and thoroughly clean the storage area.

If you wish to sell any of your property to the incoming tenant, you must notify the office and tag the property left. Numerous possessions left must be stored elsewhere at the tenant's cost for the period required to recondition the apartment.

Turn off the lights. Lock doors and windows. Remove name from mailbox.