

## **VACATING PROCEDURES**

- ✓ Submit a “Intent to Vacate Notice”
- ✓ Pre-vacate checks will be done prior to check out by Apartment Manager
- ✓ Make a check out appointment with your Apartment Manager – at least one week prior to your vacate date. Failure to keep or make an appointment may result in a \$25.00 IMPROPER CHECKOUT CHARGE
- ✓ Be sure your rent is paid in full
- ✓ File a forwarding address with the US Post Office -can be done on-line at [www.USPS.gov](http://www.USPS.gov)
- ✓ Discontinue all deliveries to the apartment prior to departure
- ✓ Clean apartment to University standard using the following guide
- ✓ Turn all keys into your Apartment Manager at your check out appointment

## **BEFORE YOU LEAVE....**

The University is anxious to assist you in leaving your apartment in good condition so a new resident may move in directly after you vacate. We would also like to help you minimize damage and cleaning charges to your account. Our charges reflect actual costs and are strictly applied. Your inventory sheet is used to determine if there will be charges. As a general rule, the apartment should be left in the same condition in which you would like to move into.



**HINT: WE SUGGEST THAT YOU START CLEANING EARLY, DOING A LITTLE HERE AND THERE, INSTEAD OF TRYING TO DO IT ALL AT THE LAST MINUTE**

**Questions** about cleaning, vacating procedures, inspection, and damage charges should be directed to the Apartment Managers

Please contact the West  
Campus Community Center at  
231-591-3781 or your  
Apartment Manager.

Emergency Duty Phone  
231-250-7769

West Campus Community Center  
231-591-3781

## The Little Things That Make A Difference.....

This is a list of items that are frequently missed during cleaning and result in charges.....

- Cleaning product residue left on surfaces causing smeared film
- Door edges & knobs left dirty
- Refrigerator door seals & tray not cleaned
- Blinds left dusty
- Soap scum left on bathtub & tile
- Not sweeping & mopping behind refrigerator & stove
- Not wiping out cabinets
- Not wiping down the washer & dryer
- Not sweeping & mopping landing
- Not vacuuming out closets
- Not wiping down window sills



## Cleaning Your Apartment.....

**\*Special Note: Safety First!**

1. Always read cleaning chemical directions and warnings
2. Never mix chemicals, especially bleach and ammonia

**BATHROOM TUB & TILE** fill your tub with hot water. Dump a bunch of scouring powder into the water and use a scratch pad or brush to scrub the tub and walls. Follow these directions for the sink. Use glass cleaner to shine spigots – **(We were told that The Works for the bathroom works great and the Mr. Clean Eraser works on the tub)**

**BATHROOM COMMODE/TOILET** use a toilet cleaning solution or scouring powder and a toilet brush to scrub inside and out, include toilet seat. Typically missed areas are by the bolts on the seat and the bolts that hold your toilet to the floor. If it's not white, it's not clean.

**BATHROOM MEDICINE CABINET** top, shelves, & mirror should be wiped with glass cleaner.

**BLINDS** pull blinds down and turn the handle until the blinds are closed. Use a soft cloth to gently dust. Blinds by the stove should be sprayed with a degreaser and wiped clean. Be careful not to bend them.

**CLOSET/PANTRY** shelves should be dusted & boot marks on walls should be removed. Don't forget to vacuum, sweep, or mop.

**CARPET** should be vacuumed & steam cleaned. Pay close attention to spots, you may have to pre-treat stains.

**DISHWASHER** wipe down inside and outside with soapy water. Don't forget to clean the rubber around the door. Wipe with dry cloth to prevent streaking (or use windex and paper towel).

**DOORS** should be washed, wiped clean & left without smears or streaks, especially near knobs, edges, and along the bottom.

**FLOORS (TILE/VINYL):** The floors must be swept, scrubbed (if necessary) and mopped. Pay particular attention to the areas around the stove and close to the baseboards. It is a good idea to finish the floor early, then all that will need to be done upon checkout is a quick mop job. This also applies to the bathroom floor.

**LIGHT FIXTURES** should be cleaned inside & out.

**KITCHEN CABINETS /COUNTERTOP** The cabinets and drawers must be entirely empty and clean. A clean wet sponge works well, just make sure you rinse the sponge frequently. The easiest way to clean the drawers is to take them out, turn them upside down over the basket and gently tap the bottom and wipe out with a sponge. The outside of the cupboards must have all grease removed, **and a good wood soap (Murphy's Oil Soap) works best.** Follow same directions for bathroom sink/vanity.

**KITCHEN FAN/HOOD COVER** use a good degreaser and soft clothe. **DO NOT USE OVEN CLEANER ON FAN HOOD** or a scratchy pad.

**KITCHEN STOVE** is one of the most common items people are charged for. If you follow this procedure, you should have no problems. First, remove the burner plates and soak them in hot soapy water. Then lift the top of the stove and clean the actual burners with a scratch pad and scouring powder. Make sure to lift the stove top and clean underneath. To clean the oven, remove the oven racks and soak them in hot soapy water. Put old newspaper on the floor around the stove (oven cleaner can discolor your floor). Using a cold oven spray (the type that foams up – most oven cleaners today are non-toxic and odorless) coat the entire inside of the oven. Follow instructions on the can. You can clean your broiler pan the same way. Just be sure that you rinse thoroughly or you will have a film left in your oven. Degreaser and green scrubby works good for the outside of the stove.

**OUTLETS/LIGHT SWITCHES** wipe down with a damp cloth. Also wipe down the thermostat.

**REFRIGERATOR** should be cleaned in and out. Fill your tub with hot soapy water. Take all of your shelves and drawers and put them in the tub to soak. Use a mild soap and water or baking soda and water to clean the side and outside. Wash and dry the shelves and drawers and put back in place. Don't forget to take the bottom tray out & clean underneath. Pull out from wall to clean behind. Wipe outside with a dry cloth to prevent streaking.

**VENTS** brush off any dust then wipe down with a damp cloth. If they are really bad you may need to take it off the wall and soak it. The vent at the top of the stairway in the Townhouses can be reached with a broom.

Floor vents should be pulled out and the vacuumed, this area collects a lot of toys and food.

**WALLS** use a **white** Mr. Clean Eraser. **Do not use a green scrubby.** Rinse with clean water and wipe with soft cloth. In the kitchen area you may need to use a degreaser and little more pressure, especially around the stove. Don't forget the baseboards. **DO NOT SPACKLE HOLES – THIS COULD CAUSE MORE DAMAGE TO THE WALLS AND CHARGES MAYBE APPLIED.**

**WASHER/DRYER** Wipe down inside and out. Clean out the lint filter.

**WINDOWS/SILLS** clean the inside/outside of the windows and wipe down the sills with a cloth and hot soapy water. You may have to let the soapy water sit for a while to loosen up the dirt.

## **OTHER AREAS**

**BASEMENTS** in the townhouses should be clear of all personal belongings and garbage. Sweep the floor, mop if necessary, basement steps sweep and wipe down.

**PATIO** should be free from personal belongings and garbage, swept clean and spills cleaned up.

**STAIRWELLS** the area outside your apartment should be free from personal belongings and garbage, swept and mopped.

### **SUGGESTED CLEANING SUPPLIES**

- OVEN CLEANER
- MURPHY'S OIL SOAP (for cupboards)
- RAGS
- SCOURING POWDER
- BROOM/DUST PAN
- MOP
- GREEN SCRUBBY/MR. CLEAN ERASER
- TOILET CLEANER/BRUSH
- VACUUM
- RAZOR BLADES
- RUBBER GLOVES
- GLASS CLEANER
- PAPER TOWELS

# University Apartment Cleaning Check List

## Living Room

Door- Edges		Walls
Door- Knob		Outlet Covers
Blinds		Ceiling
Window Screens		Light Fixtures
Windows Glass		
Window Frames		
Window Sill		
Floor/Floor Vents		
Baseboards/vents		

## Kitchen

Blinds		Stove Knobs
Window Screen		Stove- Broiler
Window Glass		Stove- Sides
Window Frame		Exhaust Fan Over Stove
Window Sill		Light Over Stove
Walls		Refrigerator- Inside
Ceiling/Light Fixtures		Refrigerator- Top
Floor/Floor Vents		Refrigerator- Sides/BEHIND
Baseboard		Refrigerator- Door/Seal
Light Switch		Cabinets- Door
Sink		Cabinets- Shelves
Counter Tops		Cabinets- Drawer
Stove - Burners		Pantry- Shelves
Stove- Oven		Pantry- Door
Stove- Racks		Dishwasher-Inside
Stove- Broiler		Dishwasher- Outside

## Bedroom(s)

Blinds/ Shades		Baseboards/vents
Window Screen		Closet- Shelf
Window Glass		Closet- Walls
Window Sills		Closet- Door
Walls		Door- Sides
Ceiling		Door- Knob
Floor (Carpet)/Floor Vents		Outlet Covers

### **Bathroom(s)**

	Baseboard		Commode/Toilet- Inside
	Floor/Floor Vents		Sink- Bowl
	Window- Glass		Sink-Faucet
	Window- Sill		Vanity - inside/outside
	Screen		Medicine Cabinet
	Door-Edges		Mirror
	Door- Sides		Towel Bar
	Door- Knob		Tub- Sides
	Light Fixture		Tub- Faucet
	Outlet Covers		Tub- Tile
	Toilet/Commode- Outside		

### **Basement (TOWNHOUSE)**

	Stairwell		Ceiling
	Stairwell handrail		Walls
	Door- Sides		Washer
	Door- Knob		Dryer/vent
	Floor		

### **Stairway to Upstairs (TOWNHOUSE)**

	Wholehouse Fan		Walls
	Stairwell handrail		Vent
	Closet Door- shelves		
	Door- Knob		
	Steps/Floor		

### **Other**

	Stairwells (East)		
	Patio (West)		

**WE SUGGEST THAT YOU START CLEANING EARLY, DOING A LITTLE AT A TIME, RATHER THAN TRYING TO DO IT ALL AT THE LAST MINUTE. START COLLECTING BOXES NOW AND PACK THINGS YOU ARE NOT USING.**