

MOVE-OUT CLEANING INSTRUCTIONS

This document is intended to be used as a guide for cleaning your apartment prior to move-out. Keep in mind that this is a general guide and may not include all fixtures and/or areas of your apartment that may need cleaning. Be sure to thoroughly clean all areas of your apartment prior to checking out. You will be charged for any cleaning, trash removal, replacements and repairs that are needed in your apartment.

KITCHEN:

- Remove all food from refrigerator and freezer. Thoroughly clean all surfaces inside and outside refrigerator/freezer, including the exterior sides and top.
- Clean out cabinets and under the sink. Clean shelves and inside all drawers. Wipe down outside of cabinet doors and drawers.
- Clean stovetop using ceramic stovetop cleaner. Exhaust fan over stovetop must be clean and grease free.
- Clean outside of range, including sides. Remove crumbs and clean out range drawer.
- Clean the oven. Be sure to remove any traces of oven cleaner.
- Clean sinks and countertops. Remove any stains. Garbage disposal should be clean and in working order.
- Sweep and mop floors in entry and kitchen .
- Dishwasher must be clean and in good working order.
- Clean microwave thoroughly, inside and out.
- Wipe clean all outlet and light switch cover plates.

LIVING ROOM:

- Sweep or vacuum floors and mop. Be sure to wipe clean all baseboards.
- Clean baseboards.
- Wipe clean all outlet and light switch cover plates.
- All windows must be cleaned. Window sills must be wiped clean.
- Window blinds must be clean and free of dust and stains.
- Clean ceiling fan, including blades, light cover and motor housing must be cleaned.

BEDROOMS:

- Same as living room.

BATHROOMS:

- Toilet bowl must be cleaned and scrubbed with a disinfectant. The outside of the toilet, including the seat, rim, tank and base must be cleaned and disinfected. An old toothbrush works well along the base and around the bolts at the base of the toilet.

- Bathtub must be thoroughly cleaned including ledge around the perimeter of the tub. Sides of the bathtub must be clean and free of soap build-up. Clean shower walls and showerhead.
- Sink, faucet and countertops must be cleaned.
- Mirror must be cleaned using glass cleaner.
- Clean cabinets and drawers inside and out.
- Sweep and mop floors.

UTILITY (LAUNDRY) ROOM:

- Clean out dryer lint from lint trap.
- Wipe down surfaces on outside of washer and dryer.
- Sweep and mop floor and clean the baseboards.
- Wipe down doors and any shelving.

OTHER AREAS:

- Wipe off any dirt, scuff marks, footprints, etc. from front door.
- Windows and blinds in all rooms must be cleaned and free of dust/dirt/stains.
- With the exception of fluorescent bulbs, you are responsible for replacing any light bulbs that are out.

REMINDERS:

- You are responsible for any damage done to the apartment and fixtures. You will receive a statement in the mail within 30 days following your lease end date.
- Return all keys and parking pass, etc. to the leasing office by July 31st. You will need to provide a forwarding address upon checkout on the envelope provided.
- Don't forget to submit a Change of Address to the Post Office. You can do this online at www.usps.gov.
- In shared apartments, common area cleaning and damage fees are divided equally between all roommates.