

# Minimum Cleaning Requirements – Checkout Checklist

Below is a checklist of the minimum cleaning requirements for your unit when you check out of campus housing. As roommates, you are responsible for dividing up the cleaning duties for your room or apartment. Failure to meet these requirements may result in charges assessed and applied to your student account. Charges will be divided among roommates as determined by the RA at inspection time. The documentation found during the checkout inspection will be compared to the documentation you had the opportunity to assess and submit at check in.

**Please Note:** If you are leaving before your roommates, make sure you are cleared of your cleaning responsibilities. You will be held responsible for all documentation noted by your Resident Advisor (RA) during the checkout inspection. If a single responsible party is not identified by the RA or the Graduate Resident Coordinator (GRC), then each of the roommates will be charged a portion of the damages. If you choose to depart without being present for the inspection with your RA, you have chosen an unverified checkout and you waive your ability to appeal charges.

## General (all areas)

- Vacuum all carpets
- Empty trash, clear outside areas of all (dumpsters will be located in each living area)
- Leave blue recycling bin for the next resident
- Remove all nails, tape, etc... from walls. There should be nothing left on the walls when you check out.
- Remove any furniture or accessories in the areas surrounding your room or apartment (e.g. welcome mats, potted plants, shade coverings)
- Remove all belongings from your room or apartment
- Remove any bikes from bike racks

## Bedrooms (all areas)

- Wipe clean the closet shelves
- Wipe clean the inside and outside of desks, dressers and chairs
- Wipe clean your mattress & flip it over
- Wash windows & clean grooves in the window frames
- Dust light fixtures & ceiling fans if present
- Dust all mini-blinds
- Vacuum carpet/sweep floor
- Clean baseboards

## Closets and Doors (all areas)

- Wipe closet shelves and walls
- Clean inside and out
- Remove everything from all doors (including exterior doors)
- Ensure closet doors are hanging upon check out
- Remove any message/tack boards mounted by doors

## Bathrooms (apartments and Engstrom Hall)

- Sweep/mop the floor
- Scrub bathtub & shower walls, removing all dirt, stains, & soap scum
- Clean inside and outside of the toilet
- Wipe cabinets clean, inside & out
- Clean sink, faucets, & counter
- Clean mirror
- Remove dust from inside the bathroom fixture
- Clean all bathroom walls

## Main Room/Patio (apartments)

- Wipe clean the heater & air conditioner
- Remove all belongings and non-APU furniture (e.g. patio furniture, wind chimes, shade coverings, etc...)
- Sweep and vacuum floors and patio
- Wash windows & clean grooves in the window frames
- Clean baseboards
- Dust light fixtures & ceiling fans (if present)

## Kitchen (apartments)

- Sweep/mop the floor
- Clean oven inside & out
- Clean stove, remove burner lid, lift and clean under stove top
- Clean sink, faucets, & counter
- Clean light & fan above stove
- Refrigerator: Remove all food, clean the top, outside, & the floor underneath. Wipe inside shelves, wash drawers & clean underneath them.
- Clean microwave inside & out