

APARTMENT CLEANING PROCEDURES

Family Student Housing

Thank you for choosing to live in USU Family Housing, we hope you have enjoyed your time with us. This list is **required reading** and will help you to prepare to move and check out of your apartment. Read both pages.

Each resident is required to schedule a check out! Check-outs are normally conducted Monday through Friday, between 9:00 am and 3:30 pm. Appointments are not scheduled on weekends or University holidays. **However, you can still leave after hours or on a weekend or holiday if prior arrangements are made with Housing.** Please call 435-797-0281 at least **48 hours in advance of your move out date** to schedule the appointment for the day you are leaving or arrange a weekend departure. (*Weekend and after hours move-outs see "Last Minute Items" on the back of this page for further instructions.) Please feel free to contact Family Housing with any questions or concerns regarding the check-out process.

Remember that you are responsible for the overall cleanliness of your apartment. All charges for damages and/or cleaning will be assessed to your account and deducted from your deposit. If your deposit has been forfeited, or if the damage and cleaning charges are in excess of your deposit, you will be billed accordingly. Cleaning charges will be billed to the resident at the rate of \$30 per hour (minimum charge \$30.00).

Reminder: Multiple changes to your check-out date may result in a **\$25.00** fee.

RESIDENT CLEANING LIST

KITCHEN

- Sink and fixtures – Clean and remove any stains and build-up; clean and polish chrome.
- Counter Tops – Clean using a multi-purpose cleaner.
- Cupboards, shelves and drawers – Empty, clean inside and out (including door fronts) using a multi-purpose cleaner; vacuum tracks and grooves so the doors move freely.

FRIDGE:

- Interior – Empty fridge and freezer. Thoroughly clean inside, outside and under all shelves and drawers. Defrost freezer if necessary.
- Exterior – Clean all smudges, drips, etc. off surfaces; fridge and freezer door seals (especially the tops). Pull the fridge out, away from the wall, to clean the floor behind and underneath.
- After cleaning, please be sure the fridge is **plugged in** and adjusted to a **mid-temperature setting**.

STOVE/OVEN:

- Interior – Clean off all burned food and grease throughout oven and broiler, including the racks.
***TIP:** An oven cleaner can be used; *please read and follow the instructions*. Oven cleaner tends to reappear once it dries; re-wipe any cleaner left behind. A razor blade may be helpful in removing stubborn black spots.
- Exterior – Clean the tops of the burner units as well as the drip pans. Pull the stove out, away from the wall, to clean the sides of the unit and the floor behind and underneath.
- Range Hood (if applicable) – Clean all dust, grease and yellow spots from top and bottom including filters and light fixtures.

BATHROOM

- Mirrors – Clean all mirror surfaces (streak and spot-free).
- Medicine Cabinet – Empty, clean interior thoroughly, including shelves.
- Sink and fixtures (including pipes beneath sink) – Clean and remove any stains and build-up; clean and polish chrome.
- Counter tops, cupboards, shelves and drawers – Empty, clean inside and out (including door fronts as well as top and bottom edges) using a multi-purpose cleaner.
- Toilet – Clean thoroughly, removing all stains inside the bowl. Clean exterior surfaces, as well as the base and tank.
- Tub & Shower – Remove soap film/build-up from tub and shower walls. Clean and polish chrome. After cleaning, check surfaces for any remaining cleaner residue or powder; rinse if needed.
- Towel and toilet paper holders – Clean and polish, removing paper rolls and any film or residue from hairspray, etc.

GENERAL

- WALLS, DOORS/FRAMES – Wash all surfaces to remove all marks, smudges, adhesive/tape, grease, crayon, etc. Remove all hooks, nails, screws, etc. \$30 minimum charge for any of these items left in the wall(s).
 - **DO NOT PATCH OR PAINT (including touch-up).**
\$50 minimum charge for patching or painting on *any* walls or other surfaces.
 - If there is damage to painted surfaces or apartment furnishings (including carpet, drapes, cabinetry, etc.) resulting from candle, incense, cigarette or other types of *prohibited smoke*, resident will be charged a **safety violation fine** and may be charged to re-paint, re-carpet, or re-place any or all damaged items.
 - WINDOWS – Wash inside and out (when outside can be reached safely). Clean sills and tracks as well. A screwdriver can be a useful tool in cleaning the dirt and build-up at the edges of the window tracks.
 - WINDOW COVERINGS – Blinds: Dust, clean any spills, spots, food, etc. Drapes: Vacuum, dust, remove cobwebs, but **DO NOT WASH**.
 - CLOSETS – Remove all belongings and clean thoroughly. Dust clothing rods, shelves and drawers.
 - FURNACE VENT/COLD AIR RETURN – Vacuum, dust, remove cobwebs, spills, etc.
 - CARPETED FLOORS – Vacuum thoroughly, including edges. If carpets are extremely dirty, resident may be charged.
 - TILE/VINYL FLOORS – Sweep, mop, scrub and rinse well, including edges and corners. **DO NOT WAX**.
 - APARTMENT EXTERIORS (Including patio, balcony, porch, storage closet and/or shed) – Remove all items, including clothes pins, and sweep clean.
 - UNIVERSITY FURNISHINGS – All furnishings in the apartment at the time of arrival must be accounted for and clean, as well as any improvements or items added by Residential Facilities during your stay. This includes the appliances, telephone, cable modem, smoke alarms, CO detectors, fire extinguisher, etc. as applicable.
 - PERSONAL BELONGINGS – Remove all personal belongings from the apartment, inside and out, prior to your check-out appointment. Any items left behind will be removed by Residential Facilities personnel and stored for 30 days before being disposed of. A fee will be charged for removing, labeling, storing and disposing of abandoned property.
-

LAST MINUTE ITEMS...

- Turn in all keys to the Housing Representative conducting the check-out. Rent will continue to be charged until all the keys have been turned in.
- Make sure you update your address in Banner and if applicable, your direct deposit information. **If you will be receiving a refund, it will be sent by check to your permanent address in BANNER or issued via direct deposit. This depends on the preference you have selected in Banner. Please Note: If you have any balance due to the University, your refund will be applied to those charges before it is issued to you.**
- Complete a change of address form with the Post Office.
- Contact Questar Gas (800-323-5517) and if applicable, Logan City (716-9200) regarding ending your service and final payment.
- Be sure to cancel or forward any subscriptions (newspapers, etc.). Please don't order packages to be delivered close to the date you will be moving. We are not responsible for those and will not accept delivery in your absence.
- If you are an International Student, please contact the International Student Office and let them know you are moving.
- Make sure all windows are closed and drapes or blinds are pulled shut.
- Set the furnace thermostat to sixty-five (65) degrees. A temperature setting of less than 65 degrees may result in additional charges.
- Turn off all lights.
- Lock and shut the door(s).
- *If you are **moving out after hours or on a weekend**, please call 435-797-0281 as you exit the apartment for the last time. Leave a voicemail including your name and apartment number, along with the date and time of your departure. Be sure to lock all of the exterior doors and leave the apartment keys **and** the mail key on the kitchen counter near the stove. Failure to complete any of these steps will result in rent charges being accrued until the next business day when we are able to collect the keys and verify the apartment is empty. **Remember, you must make prior arrangements with Housing if you intend to follow these after-hours check-out procedures!**