

# Cleaning Procedures

- ✓ Remove all personal possessions by the close of the move-out day. If you leave any items behind, you could incur a storage fee.
- ✓ Vacuum carpets and stairs thoroughly. To best clean the carpet you can rent a carpet cleaner at any home improvement store and some grocery stores. You will not be charged for normal wear and tear. However, you could be charged if the carpet is damaged beyond repair (i.e. grease or other substances that cannot be removed).
- ✓ Scrub bathroom thoroughly, including the following items:
  - Tub/Shower
  - Floor
  - Toilet
  - Walls
  - Sink
  - Chrome Fittings
  - Counter Tops
  - Dust fan and light fixtures in ceiling
  - Empty medicine cabinet of all items
- ✓ Kitchen:
  - Clean stove and oven, including the top burners and broiler pan. Use “Easy Off” inside the oven and on the broiler only.
  - Clean the hood over the oven.
  - Wipe counter tops clean and remove all dishes and other items.
  - Wipe inside and outside of the refrigerator. Leave ice cube trays in the freezer.
  - Mop floors with floor cleaner (no wax).
  - Defrost and clean the refrigerator. Leave temperature at “ON” (low) setting. For families, empty the refrigerator completely.
- ✓ Sweep and clean the porch and patio.
- ✓ Clean any marks off of the walls.

**If your apartment is not cleaned appropriately,  
you will be charged for cleaning and/or  
replacement of items damaged beyond repair.**