Suite/Apartment Cleaning To-Do

- Checklist and procedures for cleaning your suite before checking out
- Please contact your RA if you have questions.
- Refer to the following for damage charges: https://www.du.edu/housing/media/documents/damage_charges_2019.pdf

General Cleaning

⇒ Remove all personal belongings from the suite. The university will not be responsible for items left in the suite.
⇒ Wash all walls, doors, and doorframes to remove any marks or dirt. Most cleaning agents work, such as Pledge, 409, Fantastik, Orange Clean, or any other spray cleanser.

Kitchen

⇒ REFRIGERATOR – clean behind and underneath the refrigerator as well as inside. Be sure to clean all of the shelves inside with a mild, non-abrasive cleanser, such as 409, Pine sol, or Orange Clean. Defrost and clean out any frost and/or frozen ice inside the freezer. Leave plugged in when done.
⇒ COUNTERTOPS AND CABINETS – clean all of the counter tops and cabinets. DO NOT use abrasives as they may scratch the counter tops. All-purpose cleaners, like Orange Clean, work very well to clean them. Remove all items from the cabinets and be sure to clean the shelves as well. Please do more than just wipe them down with a wet rag.
⇒ STOVE – clean the stovetop and the burner plates. A cleaning pad may be used to remove food and spills from the stovetop and plates.

If you can’t get the burner plates back on, please put in a maintenance work order. Clean and return the broiler pan to the bottom drawer of the oven. Clean the inside of the oven as well. You may use oven cleaners, but please read and follow all instructions carefully before using the oven cleaners.

⇒ SINK AND FIXTURES – clean the sink inside as well as the fixtures on the sink. An abrasive cleanser, such as Comet, works well when cleaning the sink. Be sure to do more than just wipe things down- really clean it all.
⇒ FLOOR – DO NOT USE ABRASIVES ON THE FLOORS! If you use abrasives on the floors, it will damage the floor, and you will be charged to have it replaced. Use gentle floor cleansers like Mr. Clean or Pinesol. Be sure to clean all of the floor including the baseboards and beneath the refrigerator.

Living Room, Bedrooms, and Hallways

⇒ WINDOWS – please wash all windows, windowsills, and blinds. Glass cleaners, such as Windex, work very well for this purpose. When cleaning the blinds, do not pull down on them as you may damage or break them. Wipe the blinds gently. You will be charged for each blind slat replacement.
⇒ FLOORS – remove all personal belongings in order to clean the entire floor. Vacuum the entire floor, including around the edges. If you need a vacuum cleaner, you can check one out at the front desk. If there is a stain on the carpet, you may attempt to remove it using carpet cleansers or sometimes club soda. Please be sure to read all instructions before attempting to clean the carpet. You may also request a custodial crew to come in and clean the spots for you, but you will be charged for their time. Please be careful in any attempts to clean the carpet. If the carpet becomes damaged, you will be charged to have the room re-carpeted.

Bathroom

⇒ SHOWERS – bathroom cleansers work very well, especially abrasives like Comet. We also recommend Scrubbing Bubbles Bathroom Cleaner or Comet. Make sure you clean the fixtures of the shower as well, including the handles, faucet, and showerhead to remove soap scum. Please be sure to scrub the walls to remove any hard water buildup or mildew stains.
⇒ SINK – be sure to clean the entire sink including all of the fixtures. Use a recommended bathroom cleaner on the sink. Be sure to clean beneath the sink as well. This includes wiping out the cabinets (if you have them).

⇒ TOILET – remove all stains from the toilet, both inside and out. A toilet scrubbing brush works well for the inside. Be sure to clean the seat and around the base of the toilet as well.

⇒ MIRROR AND CABINETS – clean the mirror to remove any stains. Remove all personal belongings from the cabinet and clean them out to remove any leftover stains.

To ensure you are not charged for custodial or maintenance issues, please follow this list thoroughly. Contact your RA if you have any questions.

Housing staff will conduct routine inspections and assess final charges after the building is closed. Any charges will be itemized and deducted from your housing deposit.

3 Reminder: Ten Easy Steps for Year End Check Out

1. Attend Your Closing Floor Meeting
   ✓ Detailed instructions about checkout are provided during this meeting.

2. Sign Up for a Time to Check Out with Your RA
   ✓ Arrange a checkout time at least 24 hours in advance.
   ✓ Use the signup sheet posted near your RA’s door.

3. Prepare for Preliminary Room Checks
   (the week of May 26, 2019)

   ✓ This is an opportunity for you and your roommates/suitmates to prepare for checkout and ask questions.

4. Complete a Housing Extension Request Form (Only if you need an extension).
   Deadline: Thursday, June 6, 2019 at 9am
   ✓ All students are required to checkout before 9am on Friday, June 14, 2019. If you need to stay past this date/time, you must complete an extension form.
   ✓ Students who can be approved for Extension are Summer Conference and Events staff, summer students, HRE staff, graduates, commencement workers, etc

5. Remove Personal Belongings Out of Storage (if applicable)
   ✓ Do not leave personal belongings behind.

6. Avoid the Most Common Charges
   ✓ Improper checkout
   ✓ Lost keys or damaged locks
   ✓ Damage to room furnishings, walls, floors, etc.
   ✓ Stickers/tape left on doors and walls
   ✓ Leaving trash, furniture, or other personal items in the room or hallway
   ✓ Furniture not put back
   ✓ Failure to clean

7. Be Cautious and Lock Your Room
   ✓ Do not leave your belongings unattended.

8. Take Your Bike Home
   ✓ Campus Safety will remove bikes left behind. Take your bike home.

9. Change Your Mailing Address for Everything
   ✓ Change your mailing address for all subscriptions and time-sensitive mail. Mail will not be accepted at the front desk starting Wednesday, June 12th, 2019.

10. Check Out of Your Room
    ✓ Move your personal items out and clean your room before you check out with your RA.
    ✓ RA will check to make sure you did not forget personal items, note any damages/cleanliness needs, and collect your keys.