



# CLEANING CHECKLIST

## END OF YEAR

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**Complete the following checklist *BEFORE* you check out.**

- \_\_\_\_\_ Make sure all of your personal belongings have been removed from the apartment. Be sure to check each drawer, cupboard, closet and cabinet.
- \_\_\_\_\_ Your room/apartment must be completely free of trash and dust; including closets, baseboards, beds/ bed frames, dressers and desks. (Large dumpsters will be available at each end of the apartment complex during move-out week.)
- \_\_\_\_\_ All rooms must be vacuumed thoroughly. Housing has vacuums available for student use.
- \_\_\_\_\_ Mini-blinds must be dusted and cleaned. Blinds are to be left down and in the open position.
- \_\_\_\_\_ Bedroom light covers must be cleaned.
- \_\_\_\_\_ All burned-out light bulbs must be replaced. A \$5 charge will be assessed for each burned-out bulb.
- \_\_\_\_\_ Bedroom windows must be cleaned and locked.
- \_\_\_\_\_ Wipe down doors and door frames.
- \_\_\_\_\_ Air vents must be cleaned.
- \_\_\_\_\_ Bathroom must be cleaned, dusted and free of trash (including bathtub, toilet, sink, medicine cabinet, mirror, bathroom vent); floor swept/mopped; all shower curtains must be removed.
- \_\_\_\_\_ Kitchen and pantry cabinets, shelves and floors must be cleaned/dusted; kitchen appliances/fixtures must be cleaned (including refrigerator/freezer, stove top, oven, sink table/chairs, etc.)
- \_\_\_\_\_ Couch must be wiped down and vacuumed under cushions.
- \_\_\_\_\_ If you are using a digital cable converter box provided by Southeast Tech Housing, make sure you leave it in the apartments. Please return the box, remote, coax cable and power cord to its original box. If the box cannot be located, please place items listed above neatly in a one-gallon Ziploc bag.
- \_\_\_\_\_ Fill out a "Change of Address" form at [www.usps.com](http://www.usps.com) to change your mailing address. You may also change your address at any local Post Office.
- \_\_\_\_\_ Change your address online by logging into myTech. Click on "Personal Info" (next to your name) and choose "Biographical Info." Click on the pencil by "Name and Address" and submit your new information.