

CLEANING CHECKLIST END OF YEAR

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 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.