

Please thoroughly complete the following list of responsibilities within your apartment. Divide all of these responsibilities between all apartment mates. Make sure to clean all of these items before checkout. Cleaning fees may be charged if the listed items are not completed.

KITCHEN

- Oven and range
- Oven vent & hood
- Microwave and plate
- Refrigerator and freezer inside and out
- Counters and sink basin
- Coffee maker and pot (unplug)
- Toaster (unplug)
- All kitchen utensils
- All plates, bowls, cups, and mugs
- All pots, pans and lids
- Wipe and vacuum the linoleum floors
- Wipe the cabinets and drawers out (inside and out)
- Kitchen floor

COMMON SPACE

- Wipe down windows and sills
- Clean mirror and switch covers
- Vacuum and wipe down inside of entry closet
- Vacuum all floors
- Check around for any other obvious items that need cleaning

BATHROOM

- Wash out bathtub, toilet, sink, and counter – dish soap and the rough side-of-a sponge work well to clean film, mildew, and dirt quickly.
- Clean medicine cabinet and under vanity
- Clean mirror and switch covers
- Wash/clean floors

BEDROOM

- Wipe down bed frame and drawers
- Wipe down desk and drawers, chair, lamp, and clock
- Wipe out closet and shelves
- Wipe down windows and sills
- Vacuum floor
- Leave your pillow in your room

MISCELLANEOUS

- Remove all tape and tacks from walls.
- Remove all Wall Coverings and Hangings
- Wipe down all hand, foot, and scuff marks