Vacating/Cleaning Instructions  
Campus Housing - Apartments

This apartment checkout guide will help you understand what is expected when you clean the apartment thoroughly and return the apartment to check-in condition. YOU MUST remove all of your personal possessions, as any remaining items will be considered abandoned and will be thrown away.

A. Living Room & Bedrooms & Closets
- Doors—Wipe clean removing streaks or smears, knobs, and edges.
- Windows/Sills/Blinds —Clean the glass with window cleaner. Sills, frames, and ledges should be wiped. Carefully cleaning blinds.
- Walls—Remove cobwebs/dust balls along the floor and ceiling line.
- Floor —Vacuum carpet & sweep and mop tile.
- Fireplaces—Must be clean of debris with no ashes or soot left behind.
- Light Globes—These can be washed in hot water with dish soap and must be remounted.

B. Kitchen
- Countertops/Sink—Clean all surfaces.
- Cabinets— Remove loose items/paper and clean all surfaces with a soft cloth and general purpose cleaner. Leave contact paper applied with adhesive.
- Oven/Vent Hood—Clean oven and range top, removing all grease/residue. Burner drip pans and heating elements are removable. Soaking in hot water with a good grease cutting detergent (i.e. Dawn) will clean these pieces.

Mayo/Lorton/Brown have a Self-Cleaning oven, follow these instructions:
1. Remove any pans and the oven racks from your oven.
2. Wipe the inside of the oven door and the gasket around the door with a rag dampened in hot, soapy water to remove any loose baked-on food or grease. Use a soap filled scouring pad to remove stubborn grease from the inside of the door. The self-cleaning cycle will not clean the oven door.
3. Shut the oven door, and slide the latch above the oven handle, to the right. This locks the oven door. The self-cleaning cycle will not start until the oven door is locked.
4. Press the "Self Clean" button. Then press the "Start" button to begin the self-cleaning cycle. The cycle runs 3 to 4 hours. You may want to run the vent fan during the cleaning cycle.
5. When the oven clock reads 0:00, the oven door latch will release. Open the door and wipe out the ash with a damp rag. Then replace the oven racks. Your oven is clean and ready to use!

- Refrigerator—Wipe both sections/drawers. Don’t forget to clean door seals and drip tray. Empty the ice tray for the icemaker, and turn off the icemaker (raise the arm).
- Disposal—Rinse thoroughly with hot water while running the unit.
- Dishwasher—Wipe exterior surfaces with a soft cloth and non-abrasive cleaner. Wipe the interior and racks. Close door when finished.
- Floor — Clean and mop the floor after you have cleaned the rest of the kitchen.

C. Bathroom
- Shower/Tub/Sink/Vanity/mirror—Expect to be charged for heavily stained or mildewed surfaces. If you applied non-slip decals, don’t try to remove them. You may be charged if the decals damage the fixtures. Porcelain fixtures such as tubs, sinks, and commodes should be cleaned using a soft cloth and foaming cleanser. Clean exterior surfaces of storage or medicine cabinets. Wipe out shelves.
- Floor— Clean and mop the floor after the rest of the bathroom.

D. Outside
- Area/Breezeway around apartment/Storage Units (if applicable)- Should be free of any items (furniture, trash, boxes, etc.)
- Please take ALL trash to the dumpster.

Thank you for your attention to these matters.