

Cleaning Checklist

Residents should print a copy for reference as they prepare for check out. Residents are expected to reclean as necessary and will be charged for any incomplete steps.

On-Campus Apartment

(Campus House, Residence Halls, Waveland)

General

- ☐ Throw away all trash and unwanted items in the outside dumpster
- ☐ Schedule a special pickup for larger items
- ☐ Remove all items from storage room
- ☐ Vacuum and shampoo all carpets. Use spot cleaner for any stains
- ☐ Scrub all non-carpeted floors
- ☐ Clean all woodwork: doorframes, window frames, baseboards, etc.
- ☐ Dust all blinds, window ledges, and furniture
- ☐ Tilt all blinds upwards in every room
- ☐ Clean all mirrors
- ☐ Remove any cobwebs
- ☐ Clean all light fixtures and all light switches
- ☐ Clean all air conditioner vents
- ☐ Clean windows
- ☐ Wipe down all walls
- ☐ Empty the bulletin board
- ☐ Remove all items from the door

Bathroom

- ☐ Scrub shower/bathtub to remove scum and mold
- ☐ Clean shower curtain
- ☐ Clean cabinets and drawers inside and out
- ☐ Clean air vent and exhaust fan
- ☐ Clean mirror
- ☐ Clean toilet
- ☐ Scrub floor

Bedroom

- ☐ Dust all furniture and fixtures
- ☐ Clean dresser drawers inside and out
- ☐ Wipe down closet shelves and racks

Kitchen

- ☐ Clean all countertops
- ☐ Clean cabinets and drawers inside and out
- ☐ Clean refrigerator inside and out
- ☐ Leave refrigerator on and door closed. Defrost freezer
- ☐ Clean stove: burners, oven, door, drawer, exhaust fan, etc.
- ☐ Clean microwave inside and out
- ☐ Clean sink
- ☐ Scrub floor

Waveland Reminders

- ☐ Vacuum/clean PCC furniture
- ☐ Remove curtain rods. If PCC owned, leave them up
- ☐ Clean hall closets: louver doors, vents, water heater, etc.
- ☐ Clean laundry room: remove any soap scum or dryer lint buildup
- ☐ Replace all burned out lightbulbs
- ☐ Remove all items from the outside doors and porch/deck
- ☐ Clean any mold from outside doors
- ☐ Put in new air filter
- ☐ Turn the air conditioner to 78 degrees
- ☐ Do not back up on the grass when loading moving vehicles

Residential Home and Off-Campus Apartment

(Rawson, St. John, Teuscher Place, West Place)

Reminders

- ☐ Weed and trim hedges the week before you leave
- ☐ Mow the lawn the day before you leave
- ☐ Clean any mold from outside doors
- ☐ Put in new air filter
- ☐ Turn the air conditioner to 78 degrees
- ☐ Do not back up on the grass when loading moving vehicles

General

- ☐ Throw away all trash and unwanted items
- ☐ Schedule a special pickup for larger items
- ☐ Remove all items from utility/storage room, garage and shed
- ☐ Vacuum and shampoo all carpets. Use spot cleaner for any stains
- ☐ Scrub all non-carpeted floors
- ☐ Clean all woodwork: doorframes, window frames, baseboards, etc.
- ☐ Dust all light fixtures and all ceiling fans
- ☐ Dust all blinds and window ledges
- ☐ Tilt all blinds upwards in every room
- ☐ Remove any cobwebs
- ☐ Clean all light fixtures and all light switches
- ☐ Replace all burned out lightbulbs
- ☐ Remove curtain rods. If PCC owned, leave them up
- ☐ Clean hall closets: louver doors, vents, water heater, etc.
- ☐ Clean all air conditioner vents
- ☐ Clean all windows and all screens
- ☐ Wipe down all walls
- ☐ Glue down wallpaper V's with Elmer's® glue
- ☐ Remove all items from outside doors and porch/deck

Bathroom

- ☐ Scrub shower/bathtub to remove scum and mold
- ☐ Clean cabinets and drawers inside and out
- ☐ Clean air vent and exhaust fan
- ☐ Clean mirror
- ☐ Clean toilet
- ☐ Scrub floor

Bedroom

- ☐ Dust door frames, window frames and baseboards
- ☐ Wipe down closet shelves and racks
- ☐ Clean windows and screens

Kitchen

- ☐ Clean all countertops
- ☐ Clean cabinets and drawers inside and out
- ☐ Clean pantry
- ☐ Clean refrigerator inside and out (if PCC owned or leaving behind)
- ☐ Leave refrigerator on and door closed. Defrost freezer
- ☐ Clean stove: burners, oven, door, drawer, exhaust fan, etc.
- ☐ Clean microwave inside and out
- ☐ Clean sink
- ☐ Scrub floor

Moving Checklist

Change of Address

- ☐ Employee Central
- ☐ Publishers

Checking Out

- ☐ E-mail Housing Coordinator to schedule time
- ☐ Turn in all Maintenance requests

Maintenance Requests: _____