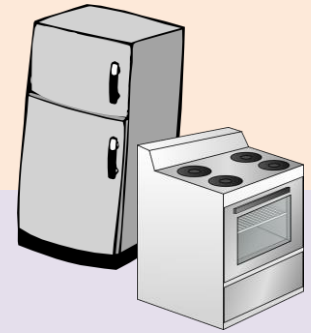


# Rice Apartments August Move Out Cleaning Instructions



## 1. Fridge:

- Wash inside and out side of fridge
- Wash walls and floor surrounding fridge
- After cleaned turn fridge back on and close door



## 2.

### Oven and Stove:

- Use oven cleaner to clean oven, rings and burner pots
- Spray oven cleaner on inside surfaces of oven
- Let soak as per instructions on canister, then wipe all surfaces with water
- Repeat above procedure if necessary**
- Let dry completely, then check for any residue
- If residue, wipe down again with water
- Spray with oven cleaner
- Let sit for 30 minutes
- Scrub off cleaner and dirt
- Repeat above procedure if necessary**
- Clean walls and floor surrounding stove

## 3. Cupboards, Countertops and Sink:

- Cupboards must be wiped of any evidence of items stored in them
- Cupboard doors must be wiped down of any grease, dirt, foodstuff and fingerprint
- Use a general cleaner to remove all dirt and grease from all surfaces of the sink
- Countertops are to be scrubbed clean of all grease, dirt and foodstuff

## 4. Washroom:

- Scrub sink, toilet and shower area
- Sweep and mop floors

### **SUGGESTIONS:**

- Soak sink with 125ml of CLR and fill sink with water, soak 30-40 minutes
- Pour 250ml CLR into toilet bowl, soak 30-40 minutes



- *Spray shower tiles with Tilex, soak 30-40 minutes*
- *Scrub all surfaces after soak, **Repeat procedure if necessary***

#### 5. Walls, Floors and Ceiling:

- Wipe wall surfaces to remove all fingerprints and foreign substances (such as poster putty), especially around light switches
- All floor surfaces must be swept and mopped (can use Mr.Clean)
- Ceilings must be clear of any and all items that may have been used to decorate (example, bottle caps, posters, glows in the dark stars, etc...)
- Ceilings must also be clear of any poster putty used to hold decorations in place

#### 6. Baseboards and Radiators:

- Sweep all tops of radiators and baseboards
- Mop, or use a wet rag, to clean the top of all baseboards and radiators

#### 7. Bed and Pedestal Drawers:

- Remove all personal belongings from all drawers
- Inspect the back of all drawers to ensure that nothing was left behind
- Check under bed mattress to ensure that no personal effects, etc... were left behind
- All garbage, loose papers, etc... must be removed and disposed of in the garbage
- All linens are to be folded and left on the foot of your bed.

#### 8. Desk and Shelves:

- Wipe down the top of the desk
- Wipe down the pull out keyboard tray
- Wipe down all desk and closet shelves
- Use wet rag to properly clean the top of closet and desk shelves of the dust and dirt that may have accumulated over the year



#### 9. Furniture:

- Pull furniture out to ensure that nothing is left behind (desk, bed...)
- Wipe down all surfaces to remove all dirt, dust and any other marks that may have occurred, including tables, chairs, beds, desks and pedestals
- All furniture must be returned to its proper location before move out

## 10. Bedroom and Apartment Doors:

- All doors must be cleaned
- Any and all marks, writing and foreign substances must be removed from both sides of all doors in the apartment. This includes the message board on the apartment door

## 11. Garbage:

- All garbage is to be bagged and put down the garbage chute
- All rooms and garbage cans are to be free of garbage. Nothing is to be left in the rooms/apartments



## Double Checks:

- √ Check the very top cupboards to ensure nothing was left behind
- √ Check behind the beds and desks to ensure nothing was left behind
- √ Check the back of all drawers to ensure nothing was left behind
- √ Check the top of all closets and desk shelves to ensure that nothing was left behind



### Suggested Cleaning Products:

- Mr. Clean or Spic and Span
- CLR, Tilex or Hertel Plus
- Windex
- Easy Off or any oven cleaner

*Each person is responsible for their own bed room area, however **everyone** in the apartment is responsible for shared cleaning of the common areas of the apartment including the kitchen, washroom, hallway and living areas..*