

# Lewis and Clark Village Checkout Procedures and Cleaning List

Protect yourself from additional charges...checkout properly!

**Please leave your bedroom and the apartment clean and in good order and complete the following:**

- ☐ Talk to your roommate about coordinating cleaning of the common areas (kitchen, living room and bathroom). All apartments must be cleaned and all trash removed from the apartment, porch, and storage. A clean up fee will be charged (cleaning fees for common areas will be divided between **all** residents in the apartment whether they are moving out or not) to UM student account (CyberBear). Frequently, the maintenance and custodial staff discover damages and items requiring additional cleaning after checkout. Charges for these items will be assessed to the appropriate resident.
- ☐ Move all your belongings, and clean your room and common areas before your scheduled move out date. Dirty rooms, windows or walls, broken/missing furniture, or missing/disassembled property belonging to Lewis and Clark Village will be charged to your UM student account. Dirty rooms frequently take several hours to clean resulting in charges to residents at \$30/hour. ***PLEASE carefully read the cleaning information on the back of this sheet and use it when preparing your room and apartment for move out.*** Take all garbage to the trash receptacles.
- ☐ Change your address with: 1) USPS, 2) on CyberBear. The mail service does not know you have moved out or moved within the Lewis and Clark Village complex. Be sure to check shipping addresses when ordering online so the package does not get shipped to the Lewis and Clark Village address. We cannot forward FedEx and UPS packages. We cannot hold any mail or packages.

## ***Before you leave:***

- ☐ Make sure bedroom windows are closed and locked and during the winter months set at the thermostat at 60 degrees.
- ☐ Turn off lights. Close **and lock** the bedroom door.
- ☐ ***All residents must re turn their access card, bedroom and mailbox keys to the Lewis and Clark Village Office.. Rent will continue until keys are received in the Lewis and Clark Village Office.*** Do not rely on roommate or a friend to return the keys on time. Failure to return any key(s) result in a charge for missing bedroom key (\$60), mailbox key (\$15), and access cards (\$25).

When moving out of your bedroom, the bedroom should be in the same condition as you found it when you moved in. You are responsible for coordinating the cleaning with your roommate of the common areas prior to your scheduled move out date. **After you have returned your keys to the Lewis and Clark Village office**, staff will do a complete check of the bedroom and a quick survey of the apartment if your roommate is staying. Following the room and apartment check, Lewis and Clark Village maintenance staff will complete a thorough review of the room for any required cleaning or maintenance. You will be charged for any damages or cleaning at a \$30.00 per hour fee.

Moving vans, trucks, automobiles or trailers will not be permitted on the sidewalks or grass at anytime. A \$25.00 charge for damages will be assessed for the first offense and an additional \$50.00 charge for damages for each subsequent offense.

## Cleaning Checklist:

Please use the following list as a guide when cleaning your room and apartment. The appropriate areas should be emptied, wiped down, and cleaned free of any spills, dirt, tape residue, swept or mopped, etc. Cleaning supplies including brooms, vacuums, and general purpose cleaners are available in the Lewis and Clark Village office for free checkout. Please see the Lewis and Clark Village Office for more information.

- **Kitchen – Scrub:**
  - Sink, countertops, cabinets on the inside and outside.
  - Stove - Clean range top (using nonabrasive cleanser or pad). Clean inside of the oven following self cleaning instructions. After the self-cleaning cycle is complete, wipe down the inside of the oven with wet cloth to remove any remaining residue.
  - Refrigerator – Clean, removing all traces of food and odor. Do not use sharp objects to remove ice build up or food in either the freezer or refrigerator.
- **Bathroom – Clean:**
  - Tub/shower (including ceramic tile around the tub), toilet, basin and countertops (including wall surface by the basin), cabinets and drawers (inside and out) removing all traces of dirt, soap scum, and build up.
- **Floors –** Mop and/or scrub all linoleum and tile areas, removing all traces of dirt. Vacuum all carpet areas, and vacuum or dust baseboards.
- **Carpet –** Please **DO NOT** clean the carpets yourself. If carpet cleaning is required the Lewis and Clark custodial staff will clean the carpets. **Excessively dirty or stained carpet** areas will **result in charges** for the carpet cleaning to the student account.
- **Walls – DO NOT attempt to cover up nail holes with spackle or paint.** Many times the color of spackle and/or paint does not match the paint on the wall. We will charge to repaint the walls if we have to repaint due to resident repairs. Our paint crew has the proper color for touch ups and can easily patch a few small nail holes at no extra charge.
- **General –** Clean all light fixtures and switch-plate covers. Wipe clean all closet shelves, horizontal surfaces, drawers (inside and out), entry door, and inside doors. Clean all windows on the inside. **NO** trash is to be left in the room, apartment, or on the porch areas.
- **Extra custodial charges** will be assessed for such things as removing garbage and personal items left behind, cleaning carpets, and the vertical slats on the blinds and any other required clean up.
- **Damage Deposit Refund** will be processed within 30 days of your check out date (date your keys are received in the LCV office). The deposit is released to UM account, **AND if there are no other charges due to University of Montana**, a refund will be processed.

### Cleaning/Damage Fee

Listed below are examples of **minimum** cleaning fees that can be assessed for failure to complete any of the checklist instructions. Additional cleaning fees will be charged for any time required beyond one hour.

1) Range/oven cleaning	\$45	6) Refrigerator cleaning	\$35
2) Toilet cleaning	35	7) Bathtub/shower cleaning	25
3) Wall washing	30/hour	8) Floor (tile/vinyl) cleaning	25
4) Light fixtures cleaning	5/each	9) Window cleaning interior	5/each
5) Extra custodial time	30/hour	10) Carpet cleaning excessive dirt/stains	40/per room

### Fees for damaged or missing furniture

Kitchen stool	\$45.00	Bookcase	\$145.00	Student desk	\$230.00	File pedestal	\$128.00
Bed -- Headboard	\$150.00	Footboard	\$150.00	Bed Platform	\$150.00		
Stackable Drawer	\$100.00	Desk Chair	\$125.00	Living Room Chair	\$550.00	Living Room Sofa	\$975.00
Refrigerator	\$450.00	Range	\$400.00	Microwave	\$90.00		

Labor for the custodian, carpenter, electrician, plumber or painter will be charged at \$30 per hour plus materials.

*You are responsible for and will be charged for any missing, damaged, broken, or dirty items. For the safety of your belongings, do not leave belongings unattended outside your apartment, or at your open unlocked vehicle while you are in the process of moving.*