



## Apartments/Houses End-of-the-Year Cleaning List

Here is what needs to be cleaned for the end of the year. Be aware that if you neglect to check out or have an improper check out, you will receive a fine. If there is any damage done to your room that is not listed on your RCF you will receive a fine. If no one claims the damage the fine will be given to each roommate. This fine will remain on your account until you pay it. Fines are left up to the discretion of each RD as well as Physical Plant to decide the cost of the repair. If you have any questions, please, do not hesitate to contact your RA.

### Kitchen

- ☐ Throw out or pack all food items in refrigerator and cabinets
- ☐ Clean out every cupboard and wipe each cupboard down for crumbs and such from the year
- ☐ Unplug and deep clean the refrigerator completely
- ☐ Make sure to wipe down the outside of the refrigerator for all food and scuff marks from the year
- ☐ Make sure to clean under the drawers of the refrigerator
- ☐ Clean inside the oven, wipe out any crumbs, and scrub off any overflow burnt on from cooking this past year
- ☐ Clean the stovetop. Many of the burners either come out or pull up—allowing you to get to the metal dishes. Many of the stovetops lift up for easy cleaning—if yours does, easier for you.
- ☐ Wash window, window sill, and if your apartment has a kitchen mirror—wash the kitchen mirror
- ☐ Wash down counters
- ☐ Wash down walls
- ☐ Sweep and Mop floor. Scrub if necessary.

### Bathroom

- ☐ Scrub bathtub, shower walls, grout lines, caulk, water faucet, drain and window and window sill (If you let the hot water run with the door closed, it will steam the shower and make it easier to wipe down).
- ☐ Clean the toilet—handle, outside tank, lid, seat, and in the bowl, outside of bowl, down near the base
- ☐ Wash large mirror over sink, mirror on door—if you have one.
- ☐ Wash countertops, sink, sink drain, and faucet. Scrub the caulk around the sink.
- ☐ Wipe down the walls—remove any stains on walls, or mold, if mold has formed during the year on your ceiling—wipe down surface mold.
- ☐ Sweep, wash and scrub the floor—make sure to get in the corners

### Bedroom

- ☐ Clean out bedroom, closet and desks (including drawers) completely
- ☐ Put all desks and bookshelves in living room lined up against the wall
- ☐ Bunk all beds using metal pegs, put all beds in bedrooms
- ☐ Wash windows, blinds, and sill thoroughly
- ☐ Wipe down furniture—inside drawers, outside of furniture, check bed for a need to be wiped down
- ☐ Wipe down walls—where needed
- ☐ Put furniture back according to layout (the way you found it in the Fall)
- ☐ Vacuum

### Common Living Area

- ☐ Return furniture to layout (the way you found it in the Fall)
- ☐ Clean out and wipe down furniture
- ☐ All sticky tack, command strips/hooks should be removed
- ☐ Clear tack board and remove all tacks—if you have a tack board
- ☐ Wash any marks off walls
- ☐ Wash balcony window
- ☐ Clean off balcony, check boiler room, sweep off excess dirt
- ☐ Vacuum everything