

HOW TO CLEAN/PREP YOUR APARTMENT FOR CHECK OUT (CVA/CVB)

1. Make sure all personal belongings are removed from your dressers, desks, beds, bathroom, living room, closets, kitchen and laundry closets (CVA).
2. Make sure all items are removed from walls, windows & furniture (i.e. LED mini lights, mirrors, stickers, banners, post-its etc).
3. Bag up and throw out all trash or unwanted items and take them to your building's designated trash room.
 - a. Large furniture or items need to be brought down to the dumpster located in the P1 garage (starting Friday, May 17th) for each building. **Do not leave furniture in trash rooms, stairwells, elevator lobbies or hallways.**
 - b. Submit [TMA](#) by **May 1st** if you would like assistance in removal and disposal of empty and cleaned personal mini refrigerator that you are not taking with you.
 - c. Liquids (drinks) should be emptied out in the kitchen sink and the empty bottles should be put in the trash/recycling bins.
 - d. Cleaning chemicals should be placed in a box or a bag and placed into the trash room on each floor of your building. **Do not pour these items down the drains.**
4. Set room furniture back into place:
 - a. Bedroom: Bed should be against the wall, adjacent to the wardrobe/closet. Dressers should be placed under the bed. Desk should be at the foot of the bed or on the wall next to the bed with the pedestal under the desk. Desk chair should be placed into the desk.
 - b. CVA rooms may only have 1 dresser that should be placed against the wall by the bed since it won't fit under the bed.
 - c. Make sure furniture isn't stacked up or against windows unless you have a triple room.
 - d. Account for all room furniture: Desk, desk hutch, mobile pedestal, 1 or 2 dressers, desk chair, bed, and mattress. Triple/Jr double: safety rails and ladders.
5. Bedroom/space: Wipe down all furniture and remove all large trash items from the floor/carpet, including under furniture (coins, paper clips, large pieces of paper/trash, etc). Vacuums are available for check out at the CVB and CV2 desk. **Plan ahead due to high demand during move-out.**
6. Common areas:
 - a. Bathroom: clean bathroom, vanity counters, sinks, toilet, showers/bathtubs, and inside cabinets.

- b. Kitchen: counters, inside cabinets, (including appliances: refrigerator, stove, microwave and dishwasher), and floors.
 - c. Kitchen stove: clean surface and inside of oven. Drip trays will be replaced so cleaning is not needed.
 - d. Mop kitchen and bathroom floors.
 - e. Make sure the fire extinguisher is present and under the kitchen sink.
 - f. CVA laundry closets: Make sure machines are empty of any clothing and clean out the dryer filter. Remove all items from the laundry closet.
 - g. Clean trash and recycle bins and place them in the kitchen.
7. Common area furniture should be set up and accounted for.
- a. CVA: couch, armchair, coffee table, end table, lamp, 2 bar stools/dining table with 2 chairs.
 - b. CVB: couch, 1 or 2 arm chairs, coffee table, end table, lamp, dining table, & 4 chairs
8. Remove items from the bulletin board and clean white board.
9. Make sure windows are closed/locked and window coverings are closed.
10. Lock bedroom door and make sure the apartment door is secure when you leave.
11. Suggested cleaning supplies: (information only, does not have to be these exact products)



Cleaning wipes * All-purpose cleaner * sponges * mop/broom * degreaser * oven cleaner * Bathroom cleaner

****Residents will be charged for trash or items left behind or placed in any area other than proper disposal areas.**