

University Manors Detailed Cleaning Information

Follow these detailed instructions to get the most of your security deposit back upon vacating your apartment/home (barring any damage to the apartment, chargeable service calls and/or any accounting issues which may have accrued throughout the lease term)

Painting/Wall care

- **DO NOT** spackle any small pin/nail holes, however you should properly remove all nails/screws from walls. If there are nails/screws left in wall you may be charged.
- **DO NOT** attempt to repair any items of damage i.e. broken doors/jambs/drywall holes etc. (chances are the repair won't be to our standards and then you will have needlessly wasted your effort and money on something we're just going to redo and charge you for anyway).
- **DO NOT** attempt to repaint anything. We use paint that is washable, therefore, your time is best spent washing any scuffs/black marks/grime off your walls and baseboards (take note, probably 30% of your security deposit return hinges on how well you wash down the walls/baseboards from 4 feet down throughout the entire property from attic to basement-especially for those living in single family multi-floor homes).
- Mr. Clean Magic Erasers are good for marks on wall. You can use something as simple as dish detergent or laundry detergent diluted with warm water for a general wipe down of the walls. (Do not use the Magic Eraser to clean your whole wall as it will leave streaks).

Carpet/Floor care

- All carpet needs to be thoroughly vacuumed (especially around the edges/corners of rooms, and crevices of stairs). Some of you may already know that vacuuming/steam cleaning your carpet is useless at this point (because it is trashed), and that the carpet is going to need replaced. If you feel your carpet is in this condition please contact email molli@universitymanors.com, so we can assess the condition of your carpet. If you have stains or are concerned about carpet cleaning charges, you can contact Rite Rug as mentioned on your move out notice. **DO NOT** rent a carpet cleaner from a grocery store (i.e. Rug Doctor), they are ineffective and a waste of time and money.
- All hardwood floors need to be swept/dust mopped then wet mopped. Please use Murphy's Oil Soap or a similar cleaner designed for hardwood floors. Make sure you are mopping with a minimal amount of water. Standing water on hardwood will damage it and you will be charged. **DO NOT** use any other cleaning products on the hardwood floors. If there is anything stuck to the floor please email molli@universitymanors.com for the proper way to remove it if possible.
- Hardwood floor repairs and replacements are very expensive if you are unsure ask first.
- All other hard surface floors, ceramic tile, laminate floor etc, sweep then wet mop with a cleaner made for the type of floor you are cleaning (most of these have to be diluted, please follow package instructions).
- **DO NOT USE ANY WAX PRODUCTS ON ANY FLOORS EVER OR MOP AND GLO.**

General Cleaning

KITCHEN

- **Night Before:** Unplug the stove and move it out to the middle of the kitchen floor. (if you have a gas range move it out as far as safely possible without overstretching the gas supply hose). Remove burners and drip pans, prop stove top up (most lift up), remove broiler pan, and grease filter (under built in microwave or rangehood). Put broiler pan, drip pans and grease filter (if applicable) in the kitchen sink and thoroughly spray them and the sink with Easy-Off Oven Cleaner (or any oven cleaner). Thoroughly spray under range top, inside of oven and sides of oven as needed and let the cleaner sit overnight. If you do not have a frost free refrigerator (usually indicated by a large chunk of ice in your freezer) this should be unplugged as well overnight with the door to the freezer and refrigerator propped open.
- **Next Day:** Run hot water over grease filter (if applicable) and re-install. Vigorously scrub down broiler pan, drip pan, under range top, inside of oven and sides of stove (may need to use SOS type of pad or sponge with scrubbers). Rinse with clean water until all cleaner is removed. Clean the rest of the kitchen with an all-purpose cleaner (Mr. Clean, 409, etc.) and warm water. This includes all cabinets/drawers/shelving, countertops (inside and out). Unplug and pull the refrigerator out to the middle of the floor (if not done the night before) and thoroughly clean the inside, outside and top. Clean the inside and front of your microwave (if built-in), range hood, the top and front of dishwasher (run the dishwasher through a cycle with a little dishwasher detergent to clean). Make sure the walls in the space where the oven and refrigerator go are scrubbed down if needed.
- Lastly you will need to sweep then wet mop the floor. Pay special attention to corners/edges underneath cabinets and the areas where the appliances sat.
- PLEASE LEAVE THE RANGE AND REFRIGERATOR PULLED OUT INTO THE KITCHEN LEAVING THE REFRIGERATOR AND FREEZER DOORS PROPPED OPEN TO AVOID MILDEW GROWTH.

BATH

- **Night Before:** Remove shower doors (if applicable) spray tub/shower walls/tub base and shower door guides thoroughly with a Tub & Tile cleaner (Tilex, Lime Away). Take sponge and make sure cleaning product is wiped over entire surface area (this prevents running, dripping, streaking) then set shower doors in tub and do same treatment to other side. Let cleaner sit overnight.
- **Next Day:** Scrub down tub/shower walls/tub base thoroughly with sponge, scrub brush, scrubbing pad (do not scrub caulking areas too hard) then rinse. Clean the rest of the bathroom with all-purpose cleaner (Lysol with bleach etc): floor, sinks, countertop, toilet (don't forget behind the toilet, toilet seat and base), mirror (with window cleaner), light fixture glass, bath exhaust fan cover (take it down to clean then replace, while you have bath fan grille removed use vacuum with hose attachment to clean out bath fan cavity).

GENERAL CLEANING

- Clean the air return (large grate usually located in hallway). Unscrew the grate wipe down or vacuum out then replace.
- Take light glass/globes down from any areas where located (bedrooms, living rooms etc.) and clean, and put back up.

- Wipe down any additional shelving, doors, and cabinets in the apartment/house.
- Wipe down any window sills including inside window casings and clean the interior glass with a window cleaner. Shut and lock all windows when done.
- Wipe down/dust ceiling fan blades and cobwebs dust on ceiling and wall corners.

BEDROOM DOOR LOCKS

- If you have a key-in-knob lockset on your bedroom door, either: replace it with our privacy hardware and take key-in-knob lock with you or leave the key-in-knob lockset on the door with the key in the lock.
- **IF YOU DO NOT LEAVE THE KEY IN THE LOCK AND THE KEY-IN-KNOB LOCKSET IS LEFT ON THE DOOR YOU WILL BE CHARGED \$45.00 REGARDLESS OF WHETHER YOU LEAVE OUR HARDWARE OR NOT. THIS CHARGE IS PER DOOR NOT APARTMENT/HOUSE**

MISC INFORMATION

- **All smoke detectors should have new batteries installed prior to move-out (Most require 9volt). If smoke detectors are missing batteries there will be a \$10 charge against your deposit for each missing battery. In addition for any smoke detectors that have been taken down and not put back up or missing in general there will be a charge of \$25/smoke detector (battery operated), or \$50 for (hard-wired or combo carbon monoxide/battery).**
- **All light bulbs (except fluorescent-long bulbs typically in kitchens or some common areas) should be replaced in all light fixtures. If your apartment has recessed or can lights they should be replaced with a CFL (compact florescent) flood light not a regular light bulb. We charge \$5 for each bulb that needs replaced. Broken light covers or globes should be replaced. You can find these at Lowe's for cheaper than what we will charge. If we have to buy and install it will be \$25/light cover.**
- **If you move out early your utilities must stay on until lease end date per your lease agreement.**

We reference several chemical cleaners in our instructions. We do have someone in the office who can give you information on non-chemical alternatives. If you are interested please contact Kelly@universitymanors.com

This list is meant to be instructional and may not constitute a full list of all charges that may be assessed. If you have specific questions or concerns please contact the office at least 2 weeks prior to your lease end date.