

The Oaks Check-out Cleaning Guide

To sign up for your check-out appointment time, go to the Apartment Manager's office and sign up for one of the available appointments on the door. Residents are required to sign-up for an appointment at least 24 hours in advance.

The following guide is to be used to prepare for your upcoming check-out appointment. All appliances, surfaces, and areas of the apartment will be inspected during the check-out procedure. Please remember that at the time of your check-out appointment, all belongings are to be moved out of the apartment, trash removed, and keys (apartment and mailbox) ready to be turned in to apartment staff.

Cleaning Guidelines:

Bathroom Commode/Toilet

Clean and stain free inside and out. This includes dusting around the base of the commode.

Bathroom Sink & Vanity

Clean and stain free. No residue in the sink or around the faucet. The vanity mirrors should be clean and streak free.

Bathroom Tub & Shower Walls

Remove all soap build-up or film from walls. The tub and chrome can be cleaned. There should be no discoloration or white residue on the walls when it is dry. This is caused by soap film build-up. If you rub your hand across the surface it should feel smooth with no white residue left on your hand.

Bathroom Towel Racks

Wipe clean.

Beds

Return bed to original position. If the spring was raised or lowered, adjust it accordingly (slots from the bottom). Mattresses wiped clean.

Dishwashers

Clean out. No residue remaining in the door or in the bottom.

Doors

Wiped clean and left without smears or streaks. Be especially careful near knobs, edges and along the bottom.

Floors

Swept and mopped. Carpeting should be vacuumed. When cleaning, don't forget to vacuum under the bed and in the closet. There should not be any pieces of debris on the floor.

Furniture

Clean and free of stains. All furniture should be in original room locations.

Hard Surfaces

(tables, chairs, desk, dresser, and bed headboards) Dust and dirt free. Wiping with a soft cloth and furniture polish or window cleaner works well. Be careful to remove any ink stains, dried-on food, and ring marks from glasses from the tops of any furniture surface. All drawers cleaned and no residue should remain. Desk pull-outs, dresser drawers, and television stand doors must be opened at the time of your appointment.

Kitchen Cabinets and Drawers

Wipe clean and leave with no film residue, metal pot marks or smears.

The tops of the cabinets, the insides of the doors (especially near the latches), the edges, and the handle areas are most frequently missed. Wipe the front and insides of the drawers and remove all crumbs. Drawers must be pulled out and cabinet doors opened at the time of your appointment.

Recycling Containers

Thoroughly clean. There should be no residue in the bottom of the containers.

Refrigerator

Wipe both inside and outside. The door seals and freezer tray usually need extra attention. Before you leave, turn the ice maker to the "off" position.

Stoves

Stoves and microwave should be left clean, grease and spot free. This includes wiping off the outside surfaces, around knobs, and making sure there is no food or cleaning residue. Clean the rings around the burners. The oven and racks should be completely free of spots, grease, and oven cleaner residue. Clean the storage drawer below the stove

Washer and Dryers

Clean out both appliances. Clean lint trap. There laundry area floor clean and free of residue. Must have doors open for the check-out appointment.

Window

Wipe down window sills. Blinds should feel smooth and be dust and residue free. Have blinds raised and windows locked at the time of your appointment.

Work Requests

Place work requests for any issue in your apartment PRIOR to your check-out appointment. Requests may be placed by calling (919) 760-8560 or by completing a work request online via the Facilities Services website: <http://www.meredith.edu/service/facserv/facservo.htm>.



If you have any questions about the check-out process or cleaning your apartment space, please contact the Apartment Manager at apartments@meredith.edu or by phone at (919) 760-8506 PRIOR to your appointment.

Cleaning Checklist:

Bedroom Checklist

Blinds	Walls	Door - Edges
Blinds - Top Slat	Ceiling	Door - Sides
Baseboards	Floor (Carpet)	Door - Knobs
Windows - Glass	Closet - Walls	Bed Frame
Windows - Frames	Closet - Shelf	Mattress
Windows - Sills	Closet - Door	Springs (Correct Placement)
Recycling Bin	Desk/Chair	Dresser

Living Room

Door – Outside/Inside	Ceiling	TV stand
Door - Edges	Carpeting in hallways	Floor (wood)
Door- Knob	Walls	Sofa
Blinds	Windows - Glass	Arm Chair (4 bedroom)
Blinds – Top Slat	Windows - Frame	Dining Table
Baseboards	Windows - Sills	Dining Chairs (4)

Kitchen and Laundry

Walls - Kitchen	Stove	Dishwasher
Ceiling - Kitchen	Stove - Burners	Recycling Bin
Floor - Kitchen	Stove - Metal Rings	Counter Top
Sink	Stove - Drip Pans	Cabinets - Doors - Handles
Sink Stoppers	Stove - Under Drip Pans	Cabinets - Top
Refrigerator - Inside - Racks	Stove - Knobs	Cabinets - Shelves
Refrigerator - Top	Stove - Sides	Cabinets - Drawers -
Refrigerator - Sides	Stove - Oven	Cabinets - Drawer Handles
Refrigerator - Door	Stove - Racks	Washer
Freezer	Stove - Broiler Pan	Dryer
Ice Maker (“off”)	Stove - Drawer	Lint Trap

Bathroom

Walls	Door - Sides	Sink Bowl
Ceiling	Door - Knob	Faucets
Floor	Tub - Sides	Shower Rod
Vanity	Tub - Faucets	Towel Racks
Commode	Tub - Tile	