

SPRING SEMESTER MOVE-OUT AND CLEANING INSTRUCTIONS

Or, how to move out without the hassle!

Congratulations, you've almost made it through the last semester of the academic year. As you approach your finals schedule, make sure to follow these steps to prep for an easy exit from housing. To help you, we have created a checklist for you to follow; make sure to check off these items as you complete these tasks!

STEP 1: Look at your finals schedule and sign up for a checkout time at the 318 Commons Front Desk

- _____ All of your classes should have the time and date of the final listed in the syllabus. If not listed in the syllabus, please inquire with your professor.
- _____ Plot out each final on your UMR G-Calendar and, if you want to get really into it, plan out times for studying, sleeping, eating, and **CLEANING/PACKING**.
- _____ You are required to move out 24 hours after your last final exam/paper turn in. Find out which day is your last at 318 Commons.
- _____ When you know more about your schedule, visit the **Front Desk at 318 Commons** and **sign up for a check out time**.
- _____ Make sure to communicate your final, cleaning, and checkout schedule with whomever might be helping you move out (friends, parents, guardians, the people who owe you money 😊, etc.).

STEP 2: Talk with your roommates (in person and all together) and assign cleaning tasks

- _____ Set up a meeting time to talk with your roommates. We recommend that you do this in person as nobody wants to be assigned a task without having input. Get your RA to be there if you need to.
- _____ Assign chores to each other and make sure that they line up with when people are leaving. For example: It would not make sense to clean the floors or shower/toilet before your other roommates move out.

Here are areas that we suggest you assign:

- _____ Vacuum and mop floors _____ Vanity, mirrors and cabinets _____ Shower and toilet
- _____ Windows _____ Bedroom carpets _____ Walls (wipe down and remove material) _____ Blinds
- _____ Dusting _____ Stove _____ Refrigerator _____ Kitchen cabinets _____ Dishwasher
- _____ Kitchen sinks _____ Washer and dryer

STEP 3: Move out belongings and clean your apartment

- _____ The earlier that you can take things home the better. Do you really need that frying pan, collection of games, closet of winter clothes, etc.? If there is anything you can take home now, do so, it will save you in the end.

_____ If you can, we recommend that you remove ALL of your belongings from your room and apartment prior to cleaning anything. With your things out of the way, you will have the space you need to clean...and to keep things clean. If you cannot do this, do your best to pack up your stuff early, so that you can clean around the boxes, but still access your belongings.

_____ When it is your time to clean, get to it! The apartment must be TOTALLY cleaned by the time that the LAST person has checked out. Prepare for this. If the last person leaving is not the best cleaner, make sure to be with them, or help them so that you know you won't ALL be assessed a cleaning charge. This is your responsibility as part renter of this room.

_____ We have attached a cleaning "how to" to the back of this document to help you plan and prepare for cleaning. Take a look and ask your RA any questions that might come up regarding cleaning.

STEP 4: Be on time to your checkout and exit the building

_____ When **(A)** ALL of your belongings are out of your room and apartment, **(B)** you have completely cleaned your personal bedroom, and **(C)** you have completed your cleaning tasks for the shared apartment spaces, **you will be ready to check out.**

_____ Please plan ahead and be on time, even 5 minutes early, to your check out. If you are on time and have done **ALL** that you needed to do, you will get out 318 Commons on time.

_____ Please meet the RA for your checkout **AT THE FRONT DESK**. The RA will **NOT** meet you at your room. Please avoid confusion and being late for your checkout time by showing up at the proper place at the right time.

Questions or need some advice?

The ORL staff loves questions. Have one? We got it. Please advocate for yourself and your situation *effectively* by reading ALL of these instructions, and following up with issues that you can see coming. If you wait until the last minute to ask for an exception or do nothing when you knew in advance that you had an issue, you may delay your checkout, or receive a fine.

If you follow these simple tasks, and prepare/clean in advance, your exit from University Housing will be quick and efficient. Good luck on your finals and enjoy your summer.

Thanks for working hard on this!

The Office of Residential Life Staff

318 Commons Cleaning Guide

Common Areas

- _____ Wash/clean/clear off surfaces of apartment front door
- _____ Thoroughly sweep and mop entry floor. We recommend you sweep, mop, and then sweep again.
- _____ Wipe down all furniture (coffee table, end table, dining table, chairs, etc.)
- _____ Gently and carefully wipe down/dust light fixtures
- _____ Vacuum out sofa and chair (underneath cushions)
- _____ Thoroughly sweep and mop all common area, living room, and hallway floors. We recommend you sweep, mop, and then sweep again.
- _____ Wash all light fixtures to remove dust and bugs.
- _____ Clean all fingerprints/grime from walls, doors, and light switches.
- _____ Remove small nails from the wall. **DON'T FILL IN THE NAIL HOLES.** If you used larger nails, screws or molly bolts, maintenance will return the wall to its original condition.
- _____ Check all light bulbs in apartment to make sure that they are working. If they are not, please work with building maintenance to have them replaced before finals week.
- _____ Wash interiors of all windows with Windex or similar product.
- _____ Wipe down the top (locks) and tracks of all windows. Also wipe down all windowsills.
- _____ All mini-blinds must be completely clean.

Bedrooms

- _____ Wash/clean/clear off surfaces of all furniture (including desk, dresser/chest of drawers, and desk chair).
- _____ Thoroughly vacuum the entire bedroom.
- _____ Wipe down the top (locks) and tracks of all windows. Also wipe down all windowsills.
- _____ The bedroom walls can be wiped down with a warm damp cloth. **DO NOT USE CLEANER OF ANY KIND ON THE PAINT.**
- _____ Clean all doors on both sides - including closets.
- _____ All mini-blinds must be completely clean and dust free.
- _____ Dust and wipe down/scrub/clear off all closet shelves.

Bathroom

- _____ Wipe or scrub the interior and exterior of all drawers and cabinets, and wipe off counter top.
- _____ Clean the mirror with Windex or similar product.
- _____ Thoroughly scrub bathtub surround. You may have to clean the tiles around the soap dish several times to get them to shine and be free of soap film. Scour the bottom and sides of the tub with Comet or Ajax until

all dirt and soap residue is gone. Don't forget to scour the soap dish and temperature knobs as well. Make sure there are no rust rings on the edge of the tub.

_____ Clean vanity sink including the faucet (sometimes a toothbrush must be used around the knobs to get them completely clean). Simple dish soap is the best cleaner for chrome because it will not damage the surface. Vinegar in small amounts (a small dab on a cloth) works well to clean off hard calcium or mineral stains, but you need to wipe it off immediately with water to protect the surface. Wipe down and dry all chrome surfaces well to prevent cleaning stains.

_____ Clean toilet bowl and tank; make sure exterior of toilet, lid and bowl are clean. Pay special attention to the base of the toilet.

_____ The bathroom walls can be wiped down with a warm damp cloth. **DO NOT USE CLEANER OF ANY KIND ON THE PAINT.**

_____ Sweep and mop the bathroom floor. **Do NOT use floor wax.** We recommend you sweep, mop, and then sweep again.

_____ Check all light bulbs in apartment to make sure that they are working. If they are not, please work with building maintenance to have them replaced before finals week.

Kitchen

Walls

_____ The kitchen walls are painted with a semi gloss paint. Use a warm damp rag to wipe down all wall surfaces paying special attention to the areas behind the sink and stove. **DO NOT USE CLEANER OF ANYKIND ON THE PAINT.**

Dishwasher

_____ Thoroughly clean inside and out and around the edges- especially the door.

_____ Clean out any glass or plastic in bottom of dishwasher and around the spray arm.

Kitchen Floor

_____ If the floors have been cleaned on a regular basis, a disinfecting cleaner should be all you need to mop the floors. **DO NOT APPLY ANY TYPE OF FLOOR WAX.** We recommend you sweep, mop, and then sweep again.

Refrigerator

_____ Wash all inside and outside surfaces.

_____ Clean the crisper drawer (inside and underneath). It helps to pull the crisper drawer OUT of the fridge to clean.

_____ Dump all ice from icemaker and wash the receptacle and maker. Lift the lever to the off position.

_____ Clean all drawers, compartments and shelves.

Kitchen Sinks

_____ Kitchen sinks should be scrubbed and free of water spots and stains. Simple dish soap is the best cleaner for sinks because it will not damage the surface. Vinegar in small amounts (a small dab on a cloth) works well to clean off hard calcium or mineral stains, but you need to wipe it off immediately with water to protect the surface. Wipe down and dry all chrome surfaces well to prevent cleaning stains.

_____ Make sure that the kitchen faucet is clean - pay special attention to the area around the faucet knobs. Simple dish soap is the best cleaner for sinks because it will not damage the surface. Vinegar in small

amounts (a small dab on a cloth) works well to clean off hard calcium or mineral stains, but you need to wipe it off immediately with water to protect the surface. Wipe down and dry all chrome surfaces well to prevent cleaning stains.

_____ Make sure garbage disposal is free of all food/objects. Talk to your RA about ways to clear out and clean your disposal.

Stove

_____ Thoroughly clean exterior of oven. Don't forget the exterior of the oven drawer as well.

_____ Do not use oven cleaner to clean the interior of the self-cleaning oven. **Using a cleaner inside of the oven could result in a fire/explosion due to the self-cleaning oven feature.** Please refer to our self-cleaning oven guide on the last page of this document for more information on how to easily clean your oven.

_____ Remove oven drawer - clean drawer and sweep out from under the drawer. Be careful not to wipe the ash from the oven into your clean oven drawer.

_____ Clean exhaust hood (exterior as well as grease under the hood) and clean the fan filter over the stove by running it through one or two cycles in the dishwasher.

_____ Make sure broiler pan is completely clean and placed in the bottom of the stove drawer.

_____ Clean walls, cabinets and floor under and around stove.

Washer/Dryer

_____ Washer should be clean inside and out. The exterior should be wiped down and the control turned to the "off" position.

_____ Dryer should be clean inside and out. Please remove all debris/lint from the lint trap.

_____ The exterior should be wiped down and the control turned to the "off" position.

Recommended Products

- **Do NOT use bleach of any kind.**
- **Do not use harsh acid cleaners that may strip or break down surfaces.** If you use a mild acid cleaner or vinegar, use it sparingly by applying it to a cloth and wiping, and please immediately use water to rinse the area clean of cleaner.
- Disinfecting cleansers such as 409, Fantastik or Windex Glass & Surface work great on most surfaces (furniture, ceiling fans, baseboards, etc.).
- S.O.S. Pads will help you easily clean your oven and drip pans.
- Disinfecting and "non-sudsing" cleansers with the ability to cut grease, such as Top Job or Mr. Clean are perfect for the kitchen and bathroom (countertops, floors, exhaust fan, vanity, etc.).
- Ajax or Comet to scrub the sinks and bathtubs.
- Windex Glass & Surface for all mirrors and doors.
- For the shower tiles, you'll need soap scum and grout cleaners such as Tilex or Scrub Free.
- Disinfecting toilet bowl cleaner such as Lysol Cling Free.

1. Prepping for self-cleaning

- **DO NOT USE ANY CLEANERS OF ANY KIND OTHER THAN WATER.**
- Wipe up or scrape off heavy particulates from the inside of the oven. Burnt cheese or other material that can be removed should be removed before starting. **DO NOT USE ANY CLEANERS OF ANY KIND OTHER THAN WATER.**
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- Make sure that the oven is cool and not in recent use. The self-clean cycle will not start unless the oven is cool.
- Open a window and turn on the ventilation fan above the stove top.
- Remove all cook-ware, broiler pans, foil, or any other material not native to the oven. The shiny, silver-colored oven racks (on some models) can be self-cleaned, but they will darken, lose their luster and become hard to slide.
- Clean the top, sides and outside of the oven door with soap and water.
- Make sure the oven light bulb cover (on some models) is in place and the oven light is off.

2. How to Set the Oven for Cleaning

- Touch the Self-Clean pad.
- Using the + or - pad, enter the desired clean time, if a time other than 4 hours is needed. Clean cycle time is normally 4 hours. You can change the clean time to any time between 2.5 and 5 hours, depending on how dirty your oven is.
- Touch the Start pad.

3. After the Cleaning Cycle is Over

- When the Locked Door light goes off indicating the oven has cooled below the locking temperature, open the door. NOTE: For heavily soiled ovens use maximum self-clean cycle time (5 hours).
- After a Clean Cycle You may notice some white ash in the oven. Wipe up the ashes/debris from the bottom of the oven, surfaces, and racks with a damp washcloth after the oven has cooled.
- If white spots remain, remove them with a soap-filled steel wool pad and rinse thoroughly with a vinegar and water mixture. These deposits are usually a salt residue that cannot be removed by the clean cycle. If the oven is not clean after one clean cycle, repeat the cycle.

Other Information

- The door locks automatically. The display will show the clean time remaining. It will not be possible to open the oven door until the temperature drops below the lock temperature and the Locked Door light goes off.
- When the Locked Door light goes off indicating the oven has cooled below the locking temperature, open the door. NOTE: For heavily soiled ovens use maximum self-clean cycle time (5 hours). The words Lock Door will flash and the oven control will signal if you set the clean cycle and forget to close the oven door.
- To stop a clean cycle, touch the Clear/Off pad.

How to Delay the Start of Cleaning

- The oven door must be closed and all controls must be set correctly for the cycle to work properly.
- Touch the Self Clean pad.
- 2 Using the + or - pads, enter the desired clean time.
- Touch the Delay Start pad.
- Using the + or - pad, enter the time of day you want the clean cycle to start.
- Touch the Start pad.
- The door locks automatically. The display will show the start time. It will not be possible to open the oven door until the temperature drops below the lock temperature and the Locked Door light goes off.