Rice Apartments August Move Out Cleaning Instructions

1. **Fridge:**
   - Wash inside and out side of fridge
   - Wash walls and floor surrounding fridge
   - After cleaned turn fridge back on and close door

2. **Oven and Stove:**
   - Use oven cleaner to clean oven, rings and burner pots
   - Spray oven cleaner on inside surfaces of oven
   - Let soak as per instructions on canister, then wipe all surfaces with water
   - **Repeat above procedure if necessary**
   - Let dry completely, then check for any residue
   - If residue, wipe down again with water
   - Spray with oven cleaner
   - Let sit for 30 minutes
   - Scrub off cleaner and dirt
   - **Repeat above procedure if necessary**
   - Clean walls and floor surrounding stove

3. **Cupboards, Countertops and Sink:**
   - Cupboards must be wiped of any evidence of items stored in them
   - Cupboard doors must be wiped down of any grease, dirt, foodstuff and fingerprint
   - Use a general cleaner to remove all dirt and grease from all surfaces of the sink
   - Countertops are to be scrubbed clean of all grease, dirt and foodstuff

4. **Washroom:**
   - Scrub sink, toilet and shower area
   - Sweep and mop floors

**SUGGESTIONS:**
- *Soak sink with 125ml of CLR and fill sink with water, soak 30-40 minutes*
- *Pour 250ml CLR into toilet bowl, soak 30-40 minutes*
- Spray shower tiles with Tilex, soak 30-40 minutes
- Scrub all surfaces after soak. **Repeat procedure if necessary**

5. **Walls, Floors and Ceiling:**
   - Wipe wall surfaces to remove all fingerprints and foreign substances (such as poster putty), especially around light switches
   - All floor surfaces must be swept and mopped (can use Mr.Clean)
   - Ceilings must be clear of any and all items that may have been used to decorate (example, bottle caps, posters, glows in the dark stars, etc…)
   - Ceilings must also be clear of any poster putty used to hold decorations in place

6. **Baseboards and Radiators:**
   - Sweep all tops of radiators and baseboards
   - Mop, or use a wet rag, to clean the top of all baseboards and radiators

7. **Bed and Pedestal Drawers:**
   - Remove all personal belongings from all drawers
   - Inspect the back of all drawers to ensure that nothing was left behind
   - Check under bed mattress to ensure that no personal effects, etc… were left behind
   - All garbage, loose papers, etc… must be removed and disposed of in the garbage
   - All linens are to be folded and left on the foot of your bed.

8. **Desk and Shelves:**
   - Wipe down the top of the desk
   - Wipe down the pull out keyboard tray
   - Wipe down all desk and closet shelves
   - Use wet rag to properly clean the top of closet and desk shelves of the dust and dirt that may have accumulated over the year

9. **Furniture:**
   - Pull furniture out to ensure that nothing is left behind (desk, bed…)
   - Wipe down all surfaces to remove all dirt, dust and any other marks that may have occurred, including tables, chairs, beds, desks and pedestals
   - All furniture must be returned to its proper location before move out
10. **Bedroom and Apartment Doors:**
- All doors must be cleaned
- Any and all marks, writing and foreign substances must be removed from both sides of all doors in the apartment. This includes the message board on the apartment door

11. **Garbage:**
- All garbage is to be bagged and put down the garbage chute
- All rooms and garbage cans are to be free of garbage. Nothing is to be left in the rooms/apartments

**Double Checks:**
- Check the very top cupboards to ensure nothing was left behind
- Check behind the beds and desks to ensure nothing was left behind
- Check the back of all drawers to ensure nothing was left behind
- Check the top of all closets and desk shelves to ensure that nothing was left behind

**Suggested Cleaning Products:**
- Mr. Clean or Spic and Span
- CLR, Tilex or Hertel Plus
- Windex
- Easy Off or any oven cleaner

*Each person is responsible for their own bed room area, however everyone in the apartment is responsible for shared cleaning of the common areas of the apartment including the kitchen, washroom, hallway and living areas.*