

CLEANING CHECKLIST

AREA:

- _____ Entry & Door
- _____ Mats
- _____ Windows & Door Edges
- _____ Refrigerator:
 - _____ Defrosted
 - _____ Cleaned
 - _____ Door Gasket
 - _____ Off & Propped Open
 - _____ Leave 2 ice trays

- _____ General:
 - _____ Wipe Out Cabinets
 - _____ Clean Kitchen Floor
 - _____ Clean Top, Splashguards, & Door Fronts

- ROOM:**
- _____ Lower Walls
 - _____ Lower Floor
 - _____ Toilet
 - _____ Shower
 - _____ Vanity Cabinet
 - _____ Sink
 - _____ Mirror
 - _____ Remove Belongings

- FINAL CLEANING:**
- _____ Remove Tape
 - _____ Mats & Scuffs
 - _____ Measure
 - _____ Windows
 - _____ Internet cable & TV cable
 - _____ Air Conditioner - Cover _____
 - _____ - Filter _____
 - _____ Clean Tote Trays/ drawers
 - _____ Vacuum

- DO NOT LEAST:**
- _____ ALL Belongings
 - _____ Window drop slot
 - _____ Take out all Trash
 - _____ Lock Windows & Doors

_____ (see us or leave us a note that you are out and that your keys are ready for inspection and make sure we know where to return Security Deposit return!!!).

ESCAPING FROM ILLINI MA

This handout is designed to help make your move as efficient and painless as possible. It explains what to do in the way of cleaning and how to best accomplish it. It also explains how security deposit returns are handled; a list of some reminders of items often overlooked in the home when moving. On the last page you will find a checklist to follow along.

CLEANING

If you have been keeping up on your cleaning throughout your tenancy then this final cleanup will be a breeze. Following are some cleaning suggestions, based on 10 years of experience. If you will read through this guide and give an honest effort, you will be glad that you did and will receive your security deposit return.

What You'll Need:

The following are cleaning agents and supplies that will make your job easier.

- Scouring Powder: Comet or Ajax
- Bathroom Cleaner: Dow Bathroom Cleaner or Lysol Foaming Spray
- All Purpose Cleaner: Fantastic or 409
- Oven Cleaner: The SOS pad dispenser type tends to work well and have the least chance of misuse or injury and Consumer Reports tends to recommend it over the aerosol types.

Oil: You will probably need some steel wool pads for the oven and range. We prefer the SOS brand.
Cleaner: Windex or Glass Plus
Drain Cleaner: Top Job or Mr. Clean
Scrubbers/Sponges: Vanish or Tidy Bowl (Comet and a sponge work great and will save you money if you don't mind using rubber gloves.)
Supplies: Rubber gloves (for use with the oven cleaner), paper towels, sponges, Scotch brand scouring pad (good for tile floors, shower floors, and shower walls), as a toilet brush -- we recommend the sponge or Scotch scouring pad type. (The bristle type brushes tend to scratch the bowl if you aren't careful.)
NOTE:
Refrigerator: Defrosting and cleaning the refrigerator is a must. Turn the switch to the "defrost" position and then speed the defrosting with pans of warm water. **DO NOT** chip at the ice, as even a dull knife can puncture the liner which could mean buying a whole new refrigerator. Once defrosted, wipe it out well with a mild soap and water and dry thoroughly. Stubborn stains can be removed with a sponge and a scouring powder. The door gaskets may need to be cleaned -- it has accordion like folds that collect crumbs and spills. When you've finished, prop open

A FEW REMINDERS

Forward your mail: After you leave we will remove your name from the mailbox, so if you are expecting any important mail, be sure to leave a forwarding address with the post office. I think they will forward mail for 6 months and this will ensure that you receive all of your mail. We have Change of Address cards in our office, just stop by and ask for one.

Don't forget your bicycle! If you have one in the bike racks, please take it with you when you leave. We will clear the racks when the new leases start, and any unclaimed bicycles are disposed of.

Boxes: Did you store any empty boxes, etc., above the ceiling tiles? If so, please remember to take them with you.

Keys: Unless you are subleasing your apartment, please to lock your door and place your keys in an envelope labeled with your apartment number and forwarding address. If you are subleasing, then drop them in the drop slot next to the office door when we are unavailable. (If you are subleasing, it's your responsibility to deliver the keys to your subtenant.)

One last note: Please be considerate when using the elevator. Don't hold it up any longer than necessary. Remember, many other people will be moving out at the same time and will be needing the elevator, too.

Thanks for a good year!

Best of luck,
 Illini Manor Management Team

SECURITY DEPOSIT RETURN

inspect all of the apartments at one time, using a check-out form that you completed when you moved in. We charge \$15.00 per hour for general cleaning, and \$25 - \$40 to clean a dirty oven or dirty floor -- these charges vary somewhat with the amount of work required. As you can see, you can save yourself quite a bit of money by taking the time to do a good job.

With as many deposits as we are, it invariably takes 2-4 weeks before we are ready to mail them out, so you can expect your check any time 2 1/2 to 4 weeks after the end of your lease. The check will be mailed to the address we have on your lease, if you don't supply us with a new address, and any deductions from your deposit will be listed on the letter accompanying it. If you are moving to somewhere other than the home you gave us on the lease, make sure you return a forwarding address sheet to the office and we will mail your check to that address.

If you have any questions concerning your deposit return, feel free to call or stop in during office hours. We will provide the information we need to answer any questions you may have.

both doors as this will prevent mold from forming and make all your work.

Oven: The best way to clean the oven also requires a lot of time and effort. We've found that by applying the oven cleaner and letting it sit overnight, you can almost just wipe clean the next day. 2 words of caution: First, be sure to turn off the oven circuit breaker before you start cleaning. Second, when using any oven cleaner, be careful not to get it on the heating elements, chrome handles on the door or drain the floor. The chemicals will eat holes in the heating elements, destroy the finish on the chrome handles, and stain the tile floor permanently green! Rubber gloves will protect your hands from chemical burns (most oven cleaners are very caustic). If you do experience any burning sensation, rinse the area immediately with cool water. Stubborn stains and burnt on food will usually give you a headache. Use steel wool and good old fashioned elbow grease. Apply the oven cleaner on these areas if necessary. Your back will quickly tell you that it is easier to clean the oven racks than the counter top. They remove easily and steel wool will remove the tough stuff off.

Range: The first thing to do is check the **drip tray** under the sink out just above the control panel. If it is dirty (and it usually is) you can easily slide this out and place it on the counter to the right of the sink. It will clean up with soap and water. Next you'll probably need to clean the burner elements, burner rings, and drip pans.....they usually get quite greasy!

er elements will usually clean up with soap and the aid of steel wool. If a plastic container or copper has melted on, then it may be beyond hope. Tell us before you waste too much time.

er rings and drip pans always need cleaning, if you covered them with aluminum foil before you

BEFORE YOU LEAVE

Leave nothing behind: Everything in the apartment that is not the fixtures and furniture should be removed. Phones, posters, coat hangars, etc., etc. should all go with you. Be sure to leave the mattress cover, tote trays, ethernet cables, however. Any and all garbage should be deposited in the outside trash dumpsters by the bike racks. And don't forget your bike!!! It will be removed when the new tenants begin.

Lock your doors and windows: The bathroom door should be locked with the bolt. The windows should be closed and locked and your air conditioner should be in the closed off position.

Refrigerator: Be sure that the refrigerator is turned off (control under the sink) and that the door is propped open.

If You Are Subleasing Your Apartment: If you are subleasing your apartment to someone else, please note that it is your responsibility to exchange your keys with the subtenant.

Finally: Close and lock the door behind you. All keys should be placed in an envelope along with your apartment number and forwarding address and returned to the office. If no one is in the office, please drop the envelope in the drop slot next to the office door.

the normal open position. With the screen removed reach the rest of the exterior surfaces of the upper and lower center windows. We have long-handled cleaning tools to loan you if your reach is too short. (Don't take any chances and lean out!)

FINAL CLEANING: After all of the above is done, all that is needed is a final dusting and wipe down. Empty your drawers or tote trays, wipe out the wardrobe, bookshelf and desk unit (scrubbing any stains or marks with a sponge and scouring powder), wipe and dust the window sill and heater. Don't forget to remove the dust and dirt on the chair legs. And finally, vacuum the carpet. The last step making sure that you get the edges and corners of the furniture. Vacuums can be found in the laundry room or taken to the office.

KITCHEN & BATHROOM FLOORS: Clean the kitchen and bathroom floors with an all-purpose cleaner. Use it straight on the particularly dirty areas (like the edges under the oven and refrigerator), and as always, a little scouring powder will work well on stubborn stains. It is important that you rinse the floor thoroughly with clean water to remove the soap residue. They get quite sticky otherwise and collect dirt like a magnet.

BATHROOM CLEANING:

It is important that you talk with your suitemate and agree on what parts of the bathroom each of you will clean. When arrangements are made and we have to come in and clean, the charges will be divided equally between you. We recommend that a foaming disinfectant cleaner makes the bathroom cleaning easier and more pleasant. However, if you use a general bathroom cleaning product regularly, you should find the task just as easy. A scouring powder will be almost necessary for the sink top and shower floor. Use this with a sponge or Scotch scouring pad (Do **NOT** use steel wool anywhere in the bathroom).

No one likes a dirty shower!! The **shower walls** will have any soap accumulation removed. If you think your shower walls are clean -- use the same fingernail test to use and see what comes off. You'll probably be surprised. When cleaning, be careful here not to scratch or remove the paint....try a scouring product and a sponge with warm water. On heavy deposits, try a Scotch scouring pad but go easy.

* Remove all items such as soap, shampoo, etc. from the shower. Wet down the walls with warm water (a 32 oz

cup makes a great rinse cup), evenly spray the walls with cleaner, and take a break while the cleaner does its thing. When the walls should be ready for you to give them a final rinse over with a sponge or rag. The cleaner will have removed most of the dirt by now so you won't need as much cleaner. Lastly, rinse and dry the walls.

Now that the shower walls are clean, you can concentrate on the shower floor. You can again spray this with your cleaner, let it set and then scrub it with a scrub brush. Make the job even easier scrub in the direction of the grooves on the shower floor.

Use.
Medicine cabinet mirrors should be cleaned with a window cleaner.

When you clean your sink, don't forget to scrub around the faucet handles as well as your soap dish. A Window A Way will quickly remove any white scale that has accumulated around the handles.

Put a toilet bowl cleanser inside the bowl, let set for a few minutes. Then clean with a toilet brush. On the outside of the toilet, you can use a general purpose cleaner to give it a thorough wipe down.

AIR CONDITIONER: Both the plastic cover and the filter will almost certainly need to be cleaned. Both cleaning jobs and will only take you a few minutes.

To clean the filter, simply slide it out of the cover, brush off lint, spray with Scrubbing Bubbles, and rinse.

To clean the cover, you will need a hand held broom and a towel. You need to clean the vent slats to assure proper air flow and proper functioning of the unit. (Hopefully you have been cleaning this every couple of weeks during the summer -- a clean filter saves on energy.) Another helpful tip to assist you in cleaning the air conditioner cover is to use a Q-Tip to clean out the little slats.

WALLS: Use an all-purpose cleaner and a sponge to remove scuffs and marks--employ a scouring cleanser for stubborn stains and marks.

BLINDS: If you cleaned your blinds on a regular basis, you should find this to be a rather easy task as a wet rag will do the job nicely. Simply take the wet rag and wipe each slat individually. If they are in bad shape you will need to add an all-purpose cleaner to the process.

WINDOWS: Use a window cleaner and paper towel. To do the outside you'll need to tilt the windows in and out of the screens. To do this first open the window about 4 inches. Then slide the two finger catches at the top of the window to the center and pull in. With the window tilted in, you can clean its exterior surface and remove the screen (pull the pins down and the screen in and up). Then put the window back in its normal position.