

# THE GREAT ESCAPE

## 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 over 25 years of experience. If you will read through this guide and give an honest effort, you will be glad that you did when you receive your security deposit return.

### **What You'll Need:**

The following cleaning agents and supplies will make the job easier. A lot of these you probably already have and use frequently (or so we hope). In any event, we recommend that you plan to have these on hand before you undertake the final clean-up. (If you find yourself short on an item or two, stop in and see us, we'll be glad to loan you something from our supplies.)

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 types seem to work well and have the least risk of misuse or injury and Consumer Reports tends to recommend this over the aerosol types. If you go this route, you'll probably need to buy two pads. Of the aerosol types we recommend Misty -- one can will be plenty.
Steel Wool:	You will probably need some steel wool pads for the oven and range. We prefer the SOS brand.
Window Cleaner:	Windex or Glass Plus
Tile Floor:	Top Job
Toilet Cleaners:	Vanish or similar toilet cleaner (Comet and a sponge work great and will save you money if you don't mind using rubber gloves).
Other Supplies:	Rubber gloves (for use with the oven cleaner), one or two rolls of paper towels, a couple of sponges, a Scotch brand scouring pad (good for tile floors, shower floors, and 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.)

### **KITCHEN:**

**Refrigerator:** Defrosting and cleaning the refrigerator is a MUST. Turn the switch to the "off" position and then you can speed the defrosting with pans of warm water. DO NOT CHIP at the ice as even a dull knife can puncture the coils, which could mean buying a whole new refrigerator. When it is defrosted, wipe it out well with a mild soap and warm water and dry thoroughly. Stubborn stains can be scrubbed with a sponge and Comet or Ajax. The door gasket may need to be cleaned -- it has accordion like folds that trap crumbs and spills. When you've finished, prop open both doors as this will prevent mold from forming and ruining all of your work.

**Oven:** The best way to clean the oven also requires the least time and effort. We've found that by applying the oven cleaner and letting it sit overnight you can almost wipe it clean the next day. Don't overlook the edge around the oven cavity or the sides of the oven door. We frequently find these areas in need of cleaning even though the oven cavity has been cleaned to perfection. Stubborn stains and burnt-on food will usually give way to steel wool and good old fashioned elbow grease. Apply extra oven cleaner on these areas if necessary. Your back will quickly tell you that it is easier to clean the oven racks on the counter top using steel wool or an SOS pad. Do NOT use oven cleaner near the counter top because it will damage the surface.

**Important 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 to use it only in the oven cavity. Never use or spray it on the counter top, on the floor, outside against the balcony, etc. These are powerful chemicals and will permanently damage most surfaces (even concrete!). Try to keep it off of the heating elements inside the oven, the chrome handles on the door or drawer, and don't allow it to run or drip onto the floor. Wipe up any spills or over spray

immediately with a wet towel or sponge. And, third, rubber gloves will save your hands from chemical burns (most oven cleaners use Lye which is very caustic). If you do get some on your skin or experience any burning sensations, rinse the area immediately with cool water.

**Range:** You'll probably need to clean the burner elements, trim rings, and drip pans ... they usually get quite greasy!

The **burner elements** will usually clean up with soap and water and the aid of steel wool. If a plastic container or a bread wrapper has melted on, then it may be beyond hope. Check with us before you waste too much time.

The **burner rings and drip pans** always need cleaning, unless you covered them with aluminum foil before you cooked your first meal (in this case all you'll need to do is remove and discard the foil). SOS or any other brand of steel wool pads will make the job go easier.

**Walls:** Be sure to carefully remove any posters, pictures, or tape on the walls. A little paint thinner will help remove gummy stuff like tape and other wall adhesives (we'll give you some if you'll ask). Use Fantastic and a sponge to remove scuffs and marks -- employ Comet for stubborn stains and marks.

**The Bathroom:** We have found that foaming disinfectant cleaner makes the bathroom job easier and more pleasant. Comet, Ajax or a similar abrasive type cleaning agent will be almost a necessity for the sink top and bathtub. Use this with a sponge or Scotch scouring pad (Do NOT use steel wool anywhere in the bathroom).

The **shower walls & doors** will need to have any soap accumulation removed. If you think your shower is clean - use the same finger nail test that we use and see what comes off. You'll probably be surprised! When cleaning, be careful here not to scratch or remove the paint ... try Comet and a sponge with warm water. The **vanity** and **medicine cabinets** should be emptied of your belongings and wiped out. the **bathroom floor** can be cleaned with Top Job, warm water, and a sponge.

### **Air Conditioner:**

**Chalmers Manor and Nogle & Black:** Both the plastic cover and the filter inside it will almost certainly need to be cleaned. Both clean up easily and will only take you a few minutes. To remove the cover, just put your hands at the top and press down gently while pulling out. it should come off easily. The filter is stretched across the inside of the over. Remove the filter, brush off what dust and dirt you can, and then clean it in the sink as you would a sponge. (Hopefully you have been cleaning this every couple of weeks during the summer -- a clean filter saves you money on your power bill.)

The plastic cover can be quickly cleaned in the shower. Spray it with a foaming bathroom cleaner, aiming the spray into all of the louvers, cracks, and corners. Let it sit for a few minutes and then rinse it off with the shower spray. Stand it against the wall and let it dry. Later replace the filter and put the cover back on the air conditioner.

**Charmor** apartments have central air conditions. We will replace the filters but you need to clean the return air grill. This is the metal louvered panel in the kitchen ceiling. Use a dust rag and a bristle brush to get into the louvers.

**Heating Baseboards:** Your apartment has a hot water heat system which connectively pulls air through the baseboard and thus deposits a significant amount of dust. The top of the baseboard and the face of teh Louvre will almost always need to be dusted. If you have been keeping things clean during the lease term this will be an easy one or two minute job per room with a dry towel. If not, plan about five minutes per room and use a pan of warm water and a sponge or rag. You can easily rotate the Louvre forwards for cleaning by spreading your arms wide, and pulling it forward with your fingertips.

**Windows:** Use Windex or similar glass cleaner and paper towels. If you are budget minded, try using a little vinegar in a pale of warm water and use newspapers instead of paper towels. We have longhandled window cleaning tools to loan you if your reach is too short. (Don't take any chances and lean out too far!) You want to make sure you wash both the inside and outside of your windows.

**Kitchen & Bathroom Floors:** Clean the vinyl floors with Top Job or a similar cleaning agent. Use it straight on particularly dirty areas (like the edges under the oven and refrigerator), and as always, a little Comet works well on stubborn stains. It is important that you rinse the floors thoroughly with clean water to remove the soapy residue. They get quite sticky otherwise and collect dirt like a magnet.

**General Cleaning:** After all of the above is complete, all that is needed is a final dusting and wipe down. Wipe out your dresser and desk drawers, dust the furniture, wipe and dust the window sills and baseboards. Don't forget to remove the dust accumulation on the chair legs. And finally, vacuum the carpet as the last stop.

### **BEFORE YOU LEAVE**

**Leave nothing behind:** Everything in the apartment except the fixtures and furniture should be removed. Phone books, posters, coat hangers, etc. should all go with you. Be sure to leave the lamps and mattress cover (if supplied), however. Any and all garbage should be deposited in the **outside** trash dumpsters. And don't forget your bike!!! If you have one in the bike racks, please take it with you when you leave. We try to clear the racks when the new leases start, and any unclaimed bicycles are disposed of.

**Lock your doors and windows:** The windows should be closed and locked and your air conditioner should be in the closed and off position.

**Refrigerator:** Be sure that the refrigerator is turned off and that the door is propped open. Be sure that it is entirely dry.

**If You Are Subleasing Your Apartment:** Remember, all subleases must be conducted thru the office. If you have officially subleased your apartment, please remember that it is your responsibility to exchange your keys with your subtenant. Additionally, you will need to change all utility billings. Make sure that you have done this.

**Forward your mail:** After you leave we will remove your name from the mailbox, so if you are expecting important mail, be sure to leave a forwarding address at the post office. I think they will forward mail for 30 days, and this will ensure that you receive all of your mail. We have Change of Address cards in our office, just stop in and ask for one or you can go to [USPS.com/moversguide](http://USPS.com/moversguide).

**Power Breakers:** All power breakers should be switched to the off position. Don't forget to also schedule with the electric company to have it officially turned off.

**Finally! Keys:** Should be left with the office in Illini Manor. Close and lock the door behind you, put your keys in an envelope marked with your apartment number and forwarding address and drop them in the drop slot next to the office door if no one is available when you stop by.

## SECURITY DEPOSIT RETURN

We will inspect all of the apartments at one time, using the inventory form that you completed when you moved in. We charge \$10.00 per hour for general cleaning, and around \$25-\$35 to clean a dirty oven or dirty refrigerator -- these charges vary somewhat with the exact 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.

Working with as many deposits as we are, it invariably takes 3-4 weeks before we are ready to mail them out, so expect your check any time from 2 1/2 to 4 weeks after the last day of your lease. The check will be mailed to the address we have on your lease, and any deductions from your deposit will be listed on the letter accompanying it. If you will be moving to somewhere other than the home address you gave us on the lease, stop in the office and give us your new address and we'll mail your check there.

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

Thanks for a good year.

Best of Luck,

Chalmers Manor, Charmor and Nogle & Black Management Team

## CHECKLIST

### Kitchen Area:

Oven: Cavity & Door Racks	_____	Refrigerator:	
Rim & Door Edges	_____	Defrosted	_____
		Cleaned	_____
		Door Gasket	_____
		Off & Propped	_____
		Open	_____
Range: Coils	_____	Wipe Out Cabinets	_____
Drip Tray	_____	Clean Kitchen Floor	_____
Drip Pans	_____	Clean Counter, Splash guards,	
Trim RIngs	_____	& Door Fronts	_____
Clean Microwave (Charmor)	_____	Wash Walls	_____
Drawer Beneath Oven	_____		

### Bathroom:

Tub/Shower Walls	_____	Vanity Cabinet	_____
Tub/Shower Floor	_____	Sink	_____
Toilet	_____	Mirror	_____
Bathroom Floor	_____	Remove Belongings	_____
Wash Walls	_____		

### General Cleaning:

Walls: Remove Tape	_____	Air conditioner-Cover	
Marks & Scuffs	_____	& Filter	_____
Dust Furniture	_____	Clean Heating Baseboards	_____
Clean Windows	_____	Vacuum	_____
Blinds	_____		

### Last But Not Least:

Remove ALL Belongings	_____	Empty Trash	_____
Return ALL Keys	_____	Lock Windows & Doors	_____
Remove Your Bike	_____	Turn Off Circuit Breakers	_____