

TIPS TO PREPARE FOR MOVING OUT OF YOUR UNIT

Cleaning Tips and Price List

The Residence Life Department wants to provide you with a few handy cleaning tips so that you can leave your room in tip top shape prior to checking out for the semester. We don't want you to be billed for any of the following reasons. We created this cleaning tip sheet so that you can clean early and have your room pass inspection when you check out with a staff member.

Contact a staff member to see what a sample room looks like that has been properly cleaned and would not result in any charges. Ask one of the custodial staff members in your building if you have any specific questions regarding cleaning your unit.

Cleaning Tips

1. **TRASH** - The Residence Life Department will provide trash bags for you to remove all trash from your room. You may pick up trash bags at the front desk.
2. **FLOORS** – The Residence Life Department will provide vacuum cleaners that you can check out from the front desk. Do not use a carpet freshener product on the carpet. You will need to sweep and mop tile floors; do not use any wax products on the floors, just clean with a mop and water. Wax products and carpet freshener products can damage the floors in the units. Brooms, dustpans and mops will be available for check out at the desk. Please do not sweep trash into hallway. To spot clean carpets, use damp warm water and blot the area or you can purchase a can of spot cleaner (follow directions on can).
3. **MICROWAVE** – Residents may place a cup/bowl of water in their microwave and turn it on for 40-90 seconds, and wipe to clean the microwave. All purpose cleaners can be used for tougher spots inside the microwave.
4. **STOVE** – Residents should clean the inside and outside of their stove, including the burner pans and racks. Degrease and clean the oven, broiler pan, drip pan, cooktop, and knobs. Commercial oven cleaning products may be purchased to thoroughly clean the stove. Replacement pans may be purchased locally if necessary.
5. **REFRIGERATOR (full size)** – Residents should clean inside and outside, empty the ice bucket, clean the drawers and shelves and remove all food items. Commercial products may be purchased to clean the refrigerator.

6. MICROFRIDGE - clean inside, defrost, unplug and leave doors open. Commercial products may be used to clean the refrigerator and microwave unit. For the microwave, you can place a cup/bowl of water and turn it on for 40-90 seconds, and wipe to clean the microwave.
7. BATHROOM – Residents may purchase commercial cleaning products to thoroughly clean the sink, mirrors, toilet, bathtub/shower (remove all soap scum from walls). Toilet cleaning tip – pour two cups of vinegar in the toilet and let it sit for one hour, scrub to remove water ring. White vinegar may help remove rust spots also.
8. ADHESIVES - Remove all tape, sticky tack, thumb tacks, decals, etc. from walls, furniture and the ceiling. Make sure that the adhesive is completely removed without damaging the furniture or walls.
9. WINDOWS/BLINDS - Clean windows, windowsills and blinds using warm water or a commercial window cleaning product.
10. FURNITURE - Clean the furniture with commercial products (including ceiling fan, desk, bed, mattress, dresser, chairs, inside and outside of desk and dressers).

PRICE LIST

The following are minimum cleaning and replacement charges, these may increase based on the specific room condition.

	Cleaning cost	Replacement cost
Adhesives	\$75	
Bathroom	\$100	
Blinds		\$40
Carpet Square Replacement		\$30 (min.)
Drawer		\$55
Floors	\$50	
Furniture	\$50	
Holes:		
Nail Hole		\$20 + \$2/hole
Hole in Wall		\$75 sq. ft.
Key		\$45
Micro Fridge	\$75	\$420
Microwave	\$50	\$150 (min.)
Mirror		\$45
Paint		\$100
Peephole		\$35
Refrigerator	\$100	\$500
Room Number Plate		\$40 (min.)
Screen Replacement		\$45
Stove	\$100	\$300 - \$550
Trash	\$50	
Windows/Blinds	\$50	

Price to clean the entire unit (i.e. student leaves without cleaning their unit at all) -

Todd, Hall 10, Mays, Hall 14, Griffith and Kerr - \$275.00

Hall 16 - \$350.00

Wisely, North, South, Steen, and Hall 20 - \$450.00

Lodge and Village A unit - \$525.00

Garner, U Woods and Village B unit - \$625.00