UNIVERSITY HOUSING CHECK-OUT / CLEANING PROCESS

Check-Out Process:
At the scheduled time of check-out, the home will be carefully inspected by a designated Housing Representative to insure the home is clean and in good condition (normal wear and tear excluded). All personal belongings must be removed from the property (i.e. house, garage, yard). Unsatisfactory cleaning and overall condition of the home will be noted and the tenant will be asked to correct them or be charged for cleaning or repairs due to neglect or abuse.

Cleaning Requirements:
In preparing your home for check-out, please pay particular attention to the following:

1. All picture windows should be cleaned inside and out. All jalousie louvers should be cleaned (missing glass jalousies need to be replaced). Wipe window sills and frames. Wash all screens.

2. Wash drapes on **GENTLE CYCLE** setting of washing machine. Remove immediately after wash and rehang drapes to air dry. **DO NOT PUT IN DRYER**. For older rods/curtains, undo end screw from drapery track and slide snaps and drapes out of track.

3. Handprints, smudges, dirt, grease, food spots, and crayons, should be removed from all walls, doorframes, woodwork, cupboards and closets. Small holes (wall tacks or nails), large holes and gashes should be spackled/sanded/textured and painted with same color and sheen.

4. All screen doors should be cleaned thoroughly and wiped clean of dust and dirt. Wipe dust and dirt off all bi-fold closet door slats.

5. Remove light fixture covers. Insure that all light bulbs are working (replace burnt out light bulbs). Wash and replace covers.

6. The refrigerator trays, shelves, and dividers should be taken out, washed and replaced. It should be moved out and the floor beneath it should also be cleaned. Defrost freezer thoroughly. The refrigerator should be set to operate on a low setting. **DO NOT TURN UNIT OFF OR LEAVE UNPLUGGED**.

7. The range should be thoroughly cleaned inside and outside. **DO NOT USE EASYOFF OR SIMILAR CLEANERS ON STOVE TOP OR KNOBS**. Replace burner pans or clean thoroughly of food crumbs, grease and other spilled items. Clean out bottom drawer and the floor area beneath the range.

8. Kitchen cabinets and storage drawers should be cleaned and wiped out with a damp cloth. Apply fresh application of furniture polish to exterior of wood cabinets to protect finish.

9. Dishwasher must be cleaned and wiped inside and out.

10. All sinks, toilets, bathtubs, tiles and showers should be scrubbed. The stainless-steel kitchen sink needs to be cleaned and rinsed thoroughly.

11. The medicine cabinet(s) should be cleaned inside and out. The glass trays may be taken out, cleaned and put back.

12. All vinyl floors should be swept, and mopped thoroughly. Quarry or ceramic tile floors must also be thoroughly cleaned including grout areas.

13. All carpets must be professionally steam cleaned. A copy of the receipt must be turned into Housing.

14. The garage should be cleared of all items. Walls, rafters, jalousies and screens should be washed. Garage door should be sprayed with warm soapy water.

15. Clean laundry appliances. Run washer with white vinegar to clean. Clean out lint traps in the dryer. Wash laundry basin.

16. The front and back yards should be mowed and raked. All plants along the house should be cut to a height below the window sill and all trees and hedges trimmed. All rubbish and debris must be removed from the property.

17. Please close all windows, shut off water supply to toilet(s), sink(s) and washing machine, and leave porch light **ON**.

18. Return all house keys, post office keys, garage door openers and/or security gate cards to the Housing Office. Note the garage door code (to be changed by new tenant).

19. If there have been any pets in the home (dogs, cats, pigs, etc.) the home must be professionally sanitized and proof of receipt submitted to the Housing Office with inspection form. Refer to the BYU-Hawaii Property Inspection Form to note any concerns or issues and compare to the move-in checklist.