

# Contract Considerations for Vacating

*In order to vacate you should first know what type of housing contract you have. Different contracts have different criteria for vacating. Please read the following and if you still have any questions . . . . call the Office @ 487-2727. We are open weekdays from 8:00 a.m. – 5:00 p.m. during the academic year and 8:00 a.m. – 4:00 p.m. during the summer.*

## Family Area Apartments

*Rental contracts may be extended for an additional year from your original termination date (May 10). New contracts are mailed to residents each spring.*

- *Residents who would like to extend their stay only for the summer should check with the Michigan Tech Daniell Heights Apartments Office regarding summer extension contracts.*

*In any case, you are required to submit a written **intent to vacate notice** if you are planning to vacate your apartment. Forms are available from the Office. A 30-day or 60-day vacate notice is always required. It's a 30-day notice if you leave the premises during a semester break (check your contract for details) so that the apartment is ready for incoming residents. 60-day vacate notices are required for leaving at any other time.*

## Single Student Group Apartments (buildings 2104, 2105, 2106, 2107, 2108, 2109, 2110, 2111, 2112, and 2113)

*Your contract has specific starting and ending dates (August 20 through May 20).*

- *You may reapply for an apartment for the next academic year during February. Check with the Michigan Tech Daniell Heights Apartments Office regarding forms and sign-up procedures.*
- *If you wish to stay for the summer, a separate contract is required. Forms are available from the Office.*

*In all cases, you are required to submit a 30-day **intent to vacate notice** even if you are leaving at the end of your contract (May 20). If you leave prior to the end of the year due to leaving Michigan Tech or going on co-op, you will need to fill out an **intent to vacate notice**.*



# Vacate Procedures

Before you start packing up, please take a few minutes to go through this booklet to see what and where you need to clean, paint, not paint, don't take with you. . . . The options listed below give you a short-cut version of what you need to do.

## Option #1 (easiest and shortest – you are not present at the time of inspection)

1. File an **intent to vacate notice**. Also remember to pick up and send in a **forwarding address** card to the US Post Office. (Form is available from the Michigan Tech Daniell Heights Apartments Office lobby.)
2. Check the **general cleaning techniques** and **patching and painting guidelines** in this booklet.
3. Schedule a **walk through apartment check** with the Office at least 2 to 3 weeks before you move out. This is an opportunity to ask the inspector questions about this brochure and your apartment. This inspection is optional – however, we do offer the service if you request it.
4. Clean the apartment thoroughly and remove all personal belongings from the apartment and storage cubicle.
5. Turn in your apartment and mailbox keys to the Michigan Tech Daniell Heights Apartments Office no later than the day you vacate.

## Option #2 (if you have questions and want to be present at the time of inspection)

1. File an **intent to vacate notice**. Also remember to pick up and send in a **forwarding address** card to the US Post Office. (Form is available from the Michigan Tech Daniell Heights Apartments Office lobby.)
2. Check the **general cleaning techniques** and **patching and painting guidelines** in this booklet.
3. Schedule a **walk through apartment check** with the Office at least 2 to 3 weeks before you move out. This is an opportunity to ask the inspector questions about this brochure and your apartment. This inspection is optional – however, we do offer the service if you request it.
4. If you would like to know if you have any cleaning or damage charges before you leave, call the Michigan Tech Daniell Heights Apartments Office to schedule a **formal inspection**. This inspection is only done on the last day that you are scheduled to be in your apartment. Therefore, your apartment should be ready with all personal property removed at the time of the **formal inspection**. If you are not ready, your inspection will be cancelled. As with #3 – don't wait until the last minute to call or all appointment times may be taken.
5. Give your apartment and mailbox keys to the apartment inspector at the end of the inspection. Failure to return the keys may result in a \$25.00 fine.



Staying after your scheduled leaving date without prior approval can result in charges of four (4) times your daily rental rate.

## Key Return

Once the resident is ready to leave, keys must be returned. You may either

- drop your keys off at the Michigan Tech Daniell Heights Apartments Office (we have a handy “drop box” in the office door for this purpose)
- give them to the inspector at the end of the **formal inspection**.

The deadline date for key return is the vacate date indicated on the **intent to vacate notice**. Individuals who fail to extend into the summer and who fail to submit vacate notices must vacate no later than your contract ending date.

## Questions?

Before, during, or after cleaning and painting, if you have any questions or would like an evaluation made on any item (like the condition of your walls, etc.), please call the Office @ 487-2727.

## Inspection & Cleaning Procedures

The following information is what our inspectors look for while assessing cleaning and damage charges. This section also includes some products and cleaning methods that our cleaners have found to work well for specific items. We're giving you these handy tips

- so you can have a step-by-step guide while cleaning your apartment,
- so you can have specific questions answered concerning what we look for and what you are expected to do, and,
- so you can choose to move without having to pay any extra charges (over and above your current cleaning/damage deposit). Also, since your cleaning/damage deposit will be released into your account after you vacate, if you follow our cleaning and vacating guidelines you should be getting a full refund!

## Little Things (that count)

This is a list of items that frequently are missed during cleaning and often result in charges:

- cleaning product left on surfaces causing a smeared film
- door edges and knobs left dirty
- streaked or blotchy painting
- never paint kitchen cabinets
- cabinet tops and areas by door latches left greasy and discolored
- refrigerator door seals and tray not cleaned
- oven top and racks
- metal window frames by glass left dirty
- residue left on venetian blinds
- soap scum left on bathtub and shower walls
- grit and footprints on floors
- stove burner rings and drip pans
- scrub marks on cabinet painted surfaces
- paint splatters and specks left on furniture and other surfaces
- blinds left dusty



## General Cleaning Techniques



1. *Always read cleaning chemical directions and warnings.*
2. *Never mix chemicals (especially bleach and ammonia)*
3. *Always turn off the circuit breaker for stoves/ovens before cleaning.*
4. *Some good cleaning products include:*

• <i>Spic &amp; Span, Ajax, Mr. Clean</i>	<i>general walls and ceilings</i>
• <i>Window cleaner with ammonia</i>	<i>general spot cleaning</i>
• <i>Mr. Clean Magic Eraser</i>	<i>hard to remove marks from hard surfaces</i> <i>(may damage paint)</i>
• <i>Bleach, Comet &amp; a plastic scrub ball</i>	<i>hard to remove stains on sinks and counters</i>
• <i>Ammonia with water</i>	<i>grease</i>
• <i>Limeaway</i>	<i>soap scum and hard water deposits</i>
• <i>Bleach (full strength)</i>	<i>mildew -- do not rinse – application method</i> <i>similar to painting rather than scrubbing,</i> <i>use straight, even, overlapping strokes</i>

## Doors

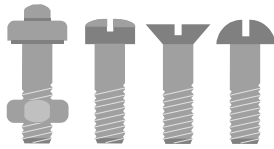
should be washed and wiped clean and left without smears or streaks. Be especially careful near knobs, edges and along the bottom. A window cleaner with ammonia works well for removing most marks. A stronger cleaner (such as Mr. Clean Magic Eraser) may be needed to remove boot marks.

## Blinds

should feel smooth and be dust and residue free. Dusting will usually do the job except in the kitchen where blinds may need to be washed with window cleaner one slat at a time, or in the tub with ammonia water to remove grease and dirt build up. Either way, don't forget to clean the top slat – it's the one most frequently missed. Don't leave the blinds in the tub too long or the paint may start to peel off. Also, avoid using a strong cleaner like Formula 409 since it will take the paint off.

## Screens

should be dust free. This can usually be done by going over them with a stiff, dry brush or by using a vacuum with attachments (available for sign-out from the Michigan Tech Daniell Heights Apartments Office). Greasy screens in the kitchen and bathroom may need to be scrubbed with soapy water.



**Lower Heights residents (only)** – The bedroom screen (one bedroom and large bedroom in the two bedroom apartment) must not be removed unless you first remove the blinds and one of the blind brackets. Two screws normally hold the bracket in place.

## Window sills and frames

(wood part next to the glass) should be free of dirt, paint chips, mold and mildew. Full strength bleach works well to remove mold and mildew. If you live in the Upper Heights, don't forget to scrub the metal frames surrounding the window glass. Sometimes, a knife needs to be used to scrape off the tar-like substance that forms in the winter. This method along with Dow Bathroom Cleaner or Lime Away works well.

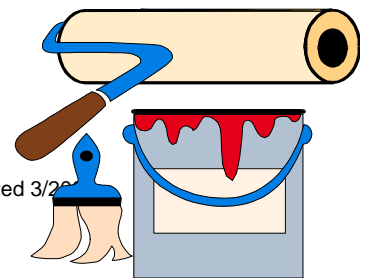
## Walls and Ceilings

should be cleaned or patched, sanded, and painted, if you damaged them. Window cleaner, Spic and Spam and Mr. Clean Magic Eraser are helpful for cleaning and removing marks from walls and other hard surfaces.

**Painting is only necessary if you exceed normal wear and tear and/or if hanging devices were used that made larger holes than the free picture hangers provided by the Office.**

**Under no circumstances should you spot paint.** You must paint the entire wall to make it match. Also, be sure to paint in bright light, keep enough paint on the roller, and take enough time to prevent a blotchy and streaked surface. It's heartbreaking to spend hours painting a room only to have it turn out looking bad. The **patching & painting guidelines** in the next section will help.

- Please do not clean brushes and rollers in the stainless steel sinks as the residue from latex paint is very difficult to remove.
- **Be sure to protect everything** from paint specks and spots. Make sure that you have enough drop cloths to cover every surface.



- **Do not paint your kitchen cabinets** or scrub them with a scrubbing pad or any abrasive cleaner!
- Please take enough time to thoroughly clean the paint tray, roller cover, and paint brush before returning them to the Michigan Tech Daniell Heights Apartments Office. Any item not returned in a satisfactory condition (clean and dry) will be charged to your account.

In some cases, dirty looking ceilings and walls are caused by mold and mildew. Mold and mildew may be found in bathrooms, kitchens, and on the edges of exterior ceilings and walls in the other rooms. If this is the case, full strength bleach without rinsing will make them look freshly painted. The bleach (or bleach and water solution) should be wiped on evenly – more like painting than scrubbing. Be sure to ventilate the area while working and wear latex gloves.

## Closet

Shelves should be dusted and boot marks on the walls should be removed (use Magic Eraser). Also, wipe the door around the handle, along the edge, and across the bottom. Window cleaner works well to remove light dirt and grease without leaving streaks.

## Carpeting

usually is fine after vacuuming, but if it's discolored or darkened in heavy traffic areas or stained, it will need to be shampooed. A rug shampooer is available. Please contact the Michigan Tech Daniell Heights Apartments Office for sign-out times and procedures. When cleaning, don't forget to vacuum under the bed and the couch. Stains from Kool-Aid, wine, ink, etc can be removed with chlorine bleach.

## Floors

should be swept and mopped, including the areas under the stove and refrigerator. If you have a yellow looking floor (wax build up), the floors will need to be stripped. To strip the floor you will need to wash it with ammonia. Be sure to ventilate the area.

- If you have a tile floor that was waxed when you moved in, it should be left in the same condition. You may want to do your floors last, as footprints and grit left during last minute tracking in and out can result in a charge.
- For your no-wax floor, use only mild cleaners (such as dish soap) or ammonia with water and a scrub brush for tougher jobs. Never apply floor finish, however, a product like Mop & Glow can be used if the flooring looks dull.

## Glass Globes on Light Fixtures

should be cleaned inside and out in the bathroom only. Washing glass globes in a solution of dish soap works well. You do not need to clean ceiling light fixtures.

## Hard Surfaces

(tables, chairs, end tables, desk, dresser, and bed headboards) should be dust and dirt free. Wiping with a soft cloth and furniture polish or window cleaner works well. Be careful to remove any ink stains, dried-on food, and ring marks from glasses from the tops of any furniture surface. All drawers should be either turned upside down and wiped or vacuumed. Finally, don't forget to clean your dresser mirror and your full length mirror – it smears easily.

## Soft Surfaces

(hide-a-bed, mattress, Lower Heights arm chair) should be dust and dirt free. Usually wiping with a clean damp cloth or with window cleaner does the job. Don't forget to open the hide-a-bed (even if you never used it) and sweep off the mattress, cover, and dust under the frame. The same applies to the mattress and box springs on your bed. Sometimes, they will need to be vacuumed. If you have a mattress sack, it should be left on the mattress, clean and stain free. The mattress sack may be washed in the washer with regular detergent. Stains are best removed with an enzyme active pre-soak (Biz) or chlorine bleach. If you have worn it out by using it as a bottom sheet – expect to buy it. Mattress sacks cost approximately \$20.00 -- \$25.00 each.

## Smoke Alarm

covers should be washed with a sponge dipped in soapy water or window cleaner. Avoid spraying into the alarm.

## Storage Cubicle

should be emptied and swept out.



## Hard to Do Items

### Kitchen Sink

should be left stain free. Stains in porcelain sinks can be removed with liquid bleach and/or cleanser (Comet). Chrome faucets should be polished (Lime-Away does a super job). Soft Scrub or Comet is recommended for stainless steel sinks, however, bad stains may require an application of Lime-Away followed by drying with a towel. Hard water stains can be removed by using Lime-Away also. Don't forget the baskets.

### Kitchen Counters

should be dirt and stain free. Soft scrub or Comet works best for removing bad stains from counters. Zud is great for rust stains.

### Kitchen Fan Covers

should have no grease or dirt on their surfaces.

- The metal guard around the fan can be removed from the wall or ceiling by removing the center mounting nut.
- Clean the guard with a dish soap solution.
- Wipe the inside of the fan (but not near the blade) with a paper towel or cloth dampened with soapy water. Don't use oven cleaner since it will damage the finish.
- Clean the filter by boiling it in hot water with dish soap, then rinse it in hot water.

## Kitchen Stove

should be left clean, grease free, spot free, and shiny.

- Shut off the stove circuit breaker before starting
- Wipe the entire outside surface with a degreaser (or a window cleaner if not too greasy).
- Don't forget to wipe behind the knobs (they can be removed) and the sides next to the wall and cabinets.
- The surface beneath the drip pans should be washed so that no grease is left.
- The rings around the burners should be completely stain-free and shiny (oven cleaner and a scouring pad works well here).
- The drip pans should be left grease free and spotless. Use either a coarse metal pot scrubber and soapy water or oven cleaner. Don't worry about the discoloration. Do not replace drip pans since the cheap replacements are not the same. If your pans are rusty, just leave them. You will not be charged for rust.
- The oven and racks should be completely free of spots, grease, and oven cleaner residue.
- If you have a HOTPOINT stove, the top burner in your oven comes down easily.
- If you have a HARDWICK stove, clean carefully around the broiler elements since they do not come down.
- If you have a 30" wide stove, ovens are self cleaning. Just follow the instruction manual or ask the Office for a copy.

It's a good idea to start on your oven several days before you leave since oven cleaner works best when applied heavily and allowed to sit for a period of time. The more grease the oven cleaner can remove, the less you will need to scrub. If the stove has a bottom drawer, don't forget to wash it out. Finally, all grease and spots must be off the broiler pan. A quick cleaning method is to heat the oven according to your oven cleaner directions. Use a coarse stainless steel or copper pot scrubber for the racks and oven. Brillo and SOS will work but they take much longer. Using a spray glass cleaner after the final rinse will leave everything shiny.

## Refrigerator

should be wiped both inside and outside. Glass cleaner leaves everything shiny. The door seals and freezer tray usually need extra attention.

- Before you leave, please turn the control to "off", unscrew the light bulb, and prop the door open. Do not unplug your refrigerator.
- Don't forget to pull both your stove and refrigerator out and clean the floors under and the walls around them.

## Kitchen Cabinets and Drawers

should be wiped clean inside and out and left without a film residue, metal pot marks or smears.

- The tops of the cabinets, the insides of the doors (especially near the latches), the edges, and the handle areas are most frequently missed.
- Wipe the front and insides of the drawers, be sure to get out all crumbs. Again, glass cleaner works well for light duty cleaning or to leave a shine. Ammonia water; Dow Bathroom Cleaner works the best.
- Avoid using a gritty cleanser or a strong cleaner (Formula 409) as it will damage the finish. However, careful use of a plastic scrub ball works well on dried, yellow grease specks.
- Do **not** paint your kitchen cabinets or scrub them with a green or metal scrubbing pad.
- Tough marks can be removed with a Mr. Clean Magic Eraser.

## Bathroom Tub & Shower Walls

should shine to indicate that all soap film has been removed.

- The tub and chrome can be cleaned with cleanser, or if not very dirty, with Dow Bathroom Cleaner. There should be no discoloration or white residue on the walls when it is dry. This is caused by soap film build-up. If you rub your hand across the surface it should feel smooth with no white residue left on your hand. The best way to remove this film is to spray the tile with either Lime-Away, Scrub Free, or similar products.
- You may have to repeat this procedure if your tile has a heavy film. If you turn on the fan while the tiles are soaking, it will help remove some of the fumes.
- You are not expected to remove all mildew stains from the grout.
- If you added tub decals rather than using a tub mat, the decals must be removed. Unfortunately, we don't know of any easy way of doing this.
- Hard water stains in the tub need to be removed with Lime-Away.



## Bathroom Shower Curtain

should be removed. It will be replaced at no charge.

## Bathroom Towel Racks

should be wiped to shine the chrome and remove soap film.

## Bathroom Commode/Toilet

should be clean and stain free inside and out. Most bowl cleaning products are good for removing stains inside the bowl; however, you may need to first remove all the water from the bowl if the stain is bad. Lime-Away and a plastic scrub ball works well here.

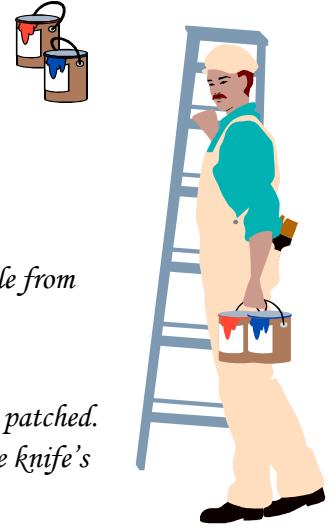
## Bathroom Sink & Vanity

should be clean and stain free. Polish the chrome with cleanser, glass cleaner or Dow Bathroom Cleaner. Again, Lime-Away will remove hard water stains in the tub, commode, or wash basin. Use a product like Liquid Gold to clean and protect the wood vanities.

## Medicine Cabinet

top, shelves, and mirror should be wiped. If you have a cabinet with glass shelves, clean them with glass cleaner.

# Patching & Painting Guidelines



*Patching and painting supplies are available free at the office.*

*Or a more detailed step-by-step guide read the How to Paint Your Apartment brochure available from the Office.*

## *Patching* (screw and nail holes only)

- *Using your fingers or a putty knife, remove any loose pieces or areas around the holes to be patched.*
- *Scoop up a little spackling on the putty knife and press the spackling into the hole with the knife's blade.*
- *Draw the edge of the putty knife's blade down over the patched hole, scraping away any excess spackling.*
- *Gently wipe around the patch with a damp sponge. This will remove any bits of spackling left on the surface.*
- *Lightly sand the area to smooth it if necessary.*

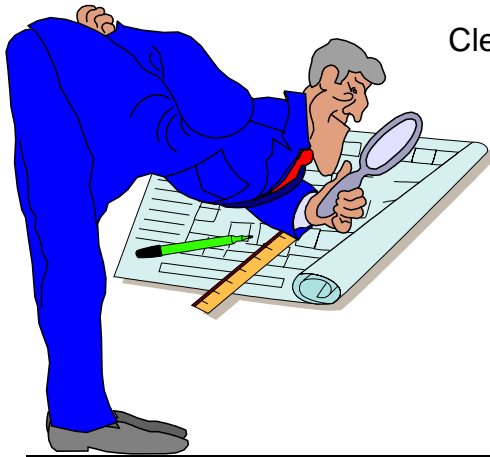
## *Painting*

- *Remove as much furniture as possible. Cover the floor areas and all furniture and fixtures left in the room. (Drop cloths are available from the Michigan Tech Daniell Heights Apartments Office.)*
- *Remove light switch and plug covers unless they have already been painted. Either masking tape around or remove remaining objects on your walls and ceilings (ie, light globes, towel racks, etc.).*
- *Mix paint well and test to see if it matches the existing paint. If it doesn't, wash it off immediately with a damp sponge or rag and return it to the Office. A damp sponge or rag should always be within easy reach in order to wipe drips, specks, and spills **when they occur**.*
- *Always paint your ceilings before your walls, and paint corners and edges before using a roller on large surfaces. This will help keep the final finish looking consistent.*
- *To get good coverage and avoid streaking or missing spots:*
  - *Either paint in bright daylight or use two or three bright lights.*
  - *Don't skimp on paint. Put as much on the roller as it can hold without dripping.*
  - *All surfaces should receive enough paint to cover it but – always end with the same stroke. For instance, paint an area with either a sideways stroke or an up and down stroke.*
  - *Take your time. Rushing the roller will create many more paint specks. Accidents can also happen more easily if you rush.*
  - *Streaks and missed spots show up more clearly after the paint dries (one or two hours later). Be sure to check the results.*
- *Rollers and brushes should be washed **immediately** after use in mild soap and warm water.*
- *If you are not finished, and would like to store brushes and rollers overnight before cleaning – wrap them airtight in plastic or aluminum foil and put them in your freezer.*
- ***Do not paint kitchen cabinets!!!***
- ***Do not paint over cable, telephone jacks or chrome and brass fixtures!!!***
- *Remove all drop cloths and covers. Care should be taken with plastic covers since the paint can loosen and be spread around the apartment. These specks tend to stick and are difficult to remove.*

- *All paint supplies and cans (even empty ones) should be returned to the Michigan Tech Daniell Heights Apartments Office.*

## *Little Things (that count)*

- \* *All painted surfaces must be clean before you paint. Dirt will cause lumps and the paint will not adhere to grease. Either mistake will end up costing you more money than if you did not paint at all.*
- \* *The difficult thing about painting is learning how much paint to put on brushes and rollers. If, after the paint dries, you see roller marks or the old paint showing through, you will need to apply another coat of paint. Be sure you check the walls and ceilings carefully – you will be charged for one-half the cost of a normal paint job if this needs to be re-done.*
- \* *Dried latex paint is hard to remove. If you are going to paint, take the time to cover everything with plastic drop cloths. Make sure to wipe off any paint specks or smears as they occur from window sills, trim, baseboards, doors, furniture, etc. Paint specks on vinyl floors and chairs are especially hard to remove. – Pushing the roller too fast creates more specks.*
- \* *If you are patching anything, it must be sanded smooth and coated with at least one extra coat of paint before you paint the rest of the surface. Leaving poorly sanded lumps or dull spots will cost you money.*
- \* *If you do not clean up your painting equipment you will be charged for their replacement. We will not accept paint trays or brushes full of paint. Remember, the paint is water based. To clean up, all you need is a little soap and water.*



### Cleaning & Damage CheckList

*The following are examples of possible charges that can result from failure to properly clean the items listed.*

**Note:** *These charges are subject to change without notification.*

### General Cleaning

Item	Description	Charge
Bath Medicine Cabinet	If very dirty	\$ 2.50 ea.
Bath Sink		\$ 2.50 - \$ 3.50
Bath Tub		\$ 2.50 - \$ 5.00
Blinds		\$ 2.50 - \$ 7.00
Carpeting	General vacuuming	\$ 2.50 - \$ 3.00 ea.
	Shampoo	\$ 5.00 - \$15.00 ea.
Closet	Cleaning	\$ 2.50 - \$ 5.00
Closet Doors		\$ 2.50 - \$ 5.00
Commode (Toilet)		\$ 2.50 - \$ 10.00
Floor	Washing	\$ 2.50 - \$ 5.00 ea.
	Stripping & Waxing	\$20.00 ea.
Furniture	Arm & Dining Chairs	\$ 1.00 – \$ 2.50 ea.
	Bed Headboard	\$ 2.50 – \$ 5.00
	Desk	\$ 2.50
	Dresser/Chest	\$ 2.50 ea.
	End/Large Table Dirty/Greasy	\$ 1.00 - \$ 3.00
	Hide-A-Bed/Sofa	\$ 1.50 - \$ 8.00
	Mattress	\$ 2.50 – \$ 5.00
	Mattress (include cover)	\$ 1.50
	Mattress Sack (double)	\$ 5.00
	Mattress Sack (single)	\$ 5.00
Kitchen Cabinets		\$ 2.50 - \$25.00
Kitchen Counter		\$ 1.50 - \$ 5.00
Kitchen Fan	Greasy	\$ 2.50 - \$ 5.00
Kitchen Sink	Dirty/Stained	\$ 2.50 - \$ 5.00
Light Fixture (Bath)	Very Dirty	\$ 2.50
Refrigerator		\$ 2.50 - \$ 17.00
Screens		\$ 1.50 - \$ 4.00 ea.
Shower Tile		\$ 2.50 - \$ 5.00
Smoke Alarm Cover	Greasy	\$2.50
Stove/Oven		\$ 2.50 - \$30.00
Towel Racks		\$ 1.00 ea.
Walls	Dirty/Greasy	\$ 2.00 - \$ 10.00ea.
Windows (each)		\$ 1.00 - \$ 3.50 ea.

## Patching &amp; Painting

<b>Item</b>	<b>Description</b>	<b>Charge</b>
Ceiling	Painting per coat	\$ 8.00 - \$15.00
Closet	Painting per coat	\$ 8.50
Doors	Painting per coat	\$ 5.00 - \$ 8.50ea. side
Kitchen Cabinets	Painting per door/draw	\$5.00
Walls	Painting per coat	\$ 3.00 - \$8.00 ea. wall
Screw/Nail Holes	Patching and painting	\$ 2.00 ea. plus painting cost
1"—2" Hole	Patching and painting	\$ 5.00 ea. plus paint cost
3" – 6" Hole	Patching and painting	\$ 9.50 ea. plus painting cost
Paint mess on:	Floor, Furnishings, Baseboards, etc.	Cost of cleaning, removing or refinishing

## Damage Charges

<b>Item</b>	<b>Description</b>	<b>Charge</b>
Blinds	Bent Slat	\$ 2.00 ea. slat or cost of replacement
Cabinets	Dent - Small	\$ 2.50 ea.
	Dent - Large	\$13.50 ea.
Carpet (5 years old)	Burns or Stains – under ½"	\$ 3.00 ea.
	Burns or Stains – ½" to 1"	\$ 8.50 ea.
	Burns or Stains – 1"+	Replacement
Chips in finish	Sink, Tub, Stove, Refrigerator – under 1"	\$ 3.00 ea.
	Sink, Tub, Stove, Refrigerator – over 1"	\$11.00 ea. or Replacement
Contact Paper removal	Cabinets, Counters	\$ 2.50 - \$28.00
	Walls	\$13.50 - \$61.50
Kitchen Counter (new)	Burns – under ½"	\$11.00
	Burns – ½" +	Replacement cost
Kitchen Counter (old)	Burns – under ½"	\$ 3.00
	Burns – ½" +	\$ 4.50 - \$28.00
Cuts (Furniture)	Vinyl – under 1/2"	\$ 2.50 ea.
	Vinyl – ½" – 1"	\$2.50 – 15.00 ea. ea.
	Vinyl – 1"+	\$50- \$700.00/Recover
Decals	Tub	\$11.00
Tape or Glue Marks		\$ 2.50 ea.

Window	Cracked or Broken	Cost of replacement
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*Cleaning Charges:* Any items found to be extremely dirty (filthy) may have charges increased based on labor costs of \$10.00/per hour.

*Damage Charges:* Other damages will result in charges for material cost and labor costs. Labor costs are approximately \$10.00 -- \$20.00/per hour.



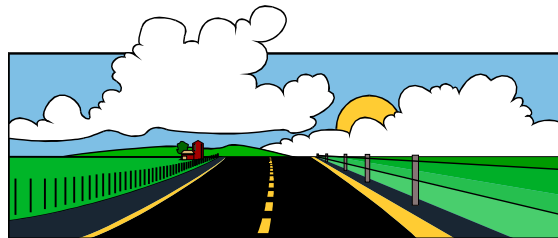


# Apartment Cleaning Check List

This is a handy reference list for all the items in your apartment. Just check off the items as you complete your cleaning so that you can "get off scot-free".

Living Room (LR) & Dining Room (DR)					
Door – Outside/Inside			Ceiling - LR		Hide-A-Bed Mattress Cover
Door - Edges			Carpeting - LR		Dining Table
Door- Knob			Walls - DR		Dining Chairs (4) 3Br Dining Chairs (6)
Blinds			Ceiling - DR		Arm Chair
Blinds – Top Slat			Floor - DR		End Table
Screens			Closet - Shelf		End Table Shelf
Windows - Glass			Closet - Walls		Desk
Windows - Frame			Closet - Door		Desk Drawers
Windows - Sills			Hide-A-Bed (Sofa)		Light Fixture
Walls - LR			Hide-A-Bed Mattress		

Kitchen & Hall					
Blinds			Stove		Refrigerator - Sides
Blinds – Top Slat			Stove - Burners		Refrigerator - Door & Seal
Screens			Stove - Metal Rings		Cabinets - Doors - Handles
Windows - Glass			Stove - Drip Pans		Cabinets - Top
Windows - Frames			Stove - Under Drip Pans		Cabinets - Shelves
Windows - Sills			Stove - Knobs		Cabinets - Drawers - Inside
Walls - Kitchen			Stove - Sides		Cabinets - Drawer Handles
Ceiling - Kitchen			Stove - Oven		Hall Closet
Floor - Kitchen			Stove - Racks		Closet - Shelves
Light Fixture - Kitchen			Stove - Broiler Pan		Closet - Walls
Sink			Stove - Drawer		Closet - Door
Counter Top			Refrigerator - Inside - Racks		Hall Ceiling & Walls
Fan			Refrigerator - Top		Hall Floor
Cutting board					



	Baseboards		Door - Edges		Commode (Toilet) - Outside

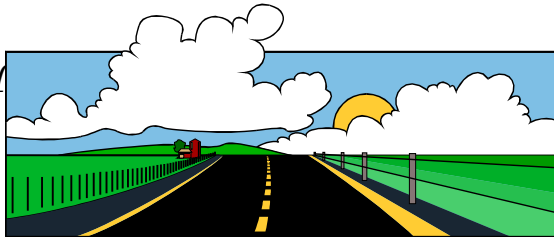
Window Curtain		Door - Sides		Wash Basin - Bowl
Screens		Door - Knob		Wash Basin - Faucet
Window - Glass		Tub - Sides		Vanity
Window - Frame		Tub - Faucets		Medicine Cabinet - Top
Window - Sill		Tub - Tile		Medicine Cabinet - Mirror
Walls		Shower Curtain		Medicine Cabinet - Shelves
Ceiling		Towel Racks		Light Fixture
Floor		Commode (Toilet) - Inside		plunger

Bedroom #1				
Blinds		Floor (Carpet)		Dresser - Mirror
Blinds - Top Slat		Closet - Shelf		Dresser - Drawers
Screens		Closet - Walls		Bed Headboard & Frame
Windows - Glass		Closet - Door		Bed Headboard - Top
Windows - Frames		Door - Edges		Bed - Shelf - Sides
Windows - Sills		Door - Sides		Mattress Sack
Walls		Door - Knobs		Springs
Ceiling		Dresser		Smoke Alarm Cover
Wall Cabinets				

Bedroom #2				
Blinds		Walls		Door - Edges
Blinds - Top Slat		Ceiling		Door - Sides
Screens		Floor (Carpet)		Door - Knobs
Windows - Glass		Closet - Shelf		Baseboards
Windows - Frames		Closet - Walls		
Windows - Sills		Closet - Door		
Wall Cabinets				

Bedroom #3				
Blinds		Walls		Door - Edges
Blinds - Top Slat		Ceiling		Door - Sides
Screens		Floor (Carpet)		Door - Knobs
Windows - Glass		Closet - Shelf		Baseboards
Windows - Frames		Closet - Walls		
Windows - Sills		Closet - Door		

Other				
Storage Cubicle		Smoke Detector		Keys Returned to Office
Mirror				



## *Finished! But don't forget to:*

- *Change your forwarding address with the Post Office. (Forms are available from the local Post Office and from the lobby area of the Michigan Tech Daniell Heights Apartments Office.)*
- *Disconnect your phone and cable service with TELCOM. (Forms are available from TELCOM and from the Michigan Tech Daniell Heights Apartments Office.)*
- *Return your apartment keys to the Michigan Tech Daniell Heights Apartments Office. We hope you enjoyed living with us. **Good Luck!***

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