



## THE KING'S COLLEGE End-of-Year Cleaning Checklist

### **Suggested Cleaning Supplies**

- *A general spray cleanser (such as "Formula 409") for all general cleaning.*
- *A spray cleanser with bleach (such as "Clorox Clean-Up Cleaner Spray w/ Bleach" or "Fantastik All-Purpose Cleaner w/ Bleach") for cleaning grout and kitchen surfaces. Be sure that rooms are well ventilated when using bleach spray, and do not combine with other cleaners.*
- *A scrub brush with plastic bristles to help loosen dirt/grime.*
- *"Multi-Eraser Disposable Cleaning Pads" (Magic Eraser) to clean walls/scuff marks.*
- *Oven cleaning spray.*
- *A broom and swiffer to clean floors.*
- *A glass cleaner for glass surfaces.*
- *Paper towels, rags, etc. for wiping.*

### **Kitchen Instructions**

- Clean thoroughly the inside and outside of all cabinets and drawers (including shelves).
- Clean sink with a kitchen cleaner and scrub clean all counter tops (including area under the microwave). Pay special attention to the area of wall between the cabinets and counter top.
- Clean refrigerator thoroughly inside and out. Make sure that nothing is left behind except ice cube trays.
- Move refrigerator away from the wall and scrub floor beneath.
- Clean inside and outside of microwave.
- Clean stovetop (including the tin circular pieces under the burners).
- Deep clean the inside of your oven with an oven-cleaner (follow directions exactly as indicated on the side of the spray can).
- Move stove away from wall and sweep/mop underneath (do NOT do this in the Vogue)
- Clean walls and cabinets for stove splatters.
- Make sure the stove burners are working properly. If not, submit a maintenance request.
- Sweep floors and mop with a floor cleaner (swiffer duster and wet pads work well).

### **Room Instructions**

- Dust/wipe all blinds.
- Sweep and mop floors. Don't use too much water on the floors. Make sure that you get under desks, beds, chairs, and all room furniture.
- Wipe down woodwork and window sills. Use glass cleaner on inside of windows.
- Vacuum carpet and under couch/chair cushions.
- Clean baseboards well and make sure that no dust bunnies are left in corners of rooms.
- Wash down table and chairs.
- Clean tops and sides of desks and dressers. Clean inside each drawer.
- Make sure that there is nothing under your mattress or between your bed and the wall.
- Clean-out closets thoroughly. Remove all items and scrub shelves and walls.
- Wash hand prints and smudge marks of all walls and doors (bedroom and closet).
- All stickers, tape, nails, screws removed from walls and ceiling. Please DO NOT use spackle.
- Be sure that all light fixtures have light bulbs.

## **Bathroom Instructions**

- Clean sink thoroughly.
- Clean cabinet under sink.
- Clean toilet thoroughly (floors around base and behind toilet).
- Clean mirrors and window/sill and all faucets with glass cleaner.
- Clean tub and walls/tiles with bleach spray. Make certain that you spend time cleaning the grout between the tiles very thoroughly. No mold or mildew should remain. Be sure that the room is well ventilated while cleaning.
- Clean inside and outside of bathroom door.
- Clean floor thoroughly with cleaner.
- Check for drain clogs (toilet, sink, shower). If anything is clogged, submit a maintenance request.

## **Make sure to do these things before leaving:**

- ✓ Plan a proper check-out by signing up with your Housing Assistant at least 24 hours in advance.
- ✓ Show up on time for your check-out appointment.
- ✓ Turn in keys, fobs and cards.
- ✓ Remove all personal items from the apartment.
- ✓ Fill out a change of address with the United States Postal Service ([www.usps.com](http://www.usps.com)).
- ✓ If not returning to King's housing, fill out a Housing Deposit Refund Form (Housing Assistants have the forms or you can find the form online at [www.tkc.edu/students/forms](http://www.tkc.edu/students/forms)).

## **End of the Year Fines:**

*Every room will be checked by a Housing Assistant at checkout. Following checkout the room will again be reviewed by a staff member from Facilities. Fines will be assessed for improper checkouts, cleanliness, and damage.*

**ONLY the following items may be left in your apartment, but may not be re-claimed after you return. You must disown these items when you check-out.**

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|--|---|
| ▪ Toilet Paper                                   | ▪ Laundry Products                      |
| ▪ Paper Plates                                   | ▪ Liquid Hand Soap                      |
| ▪ Coffee Mugs                                    | ▪ Dishwasher Soap                       |
| ▪ Paper Towels                                   | ▪ Can Opener (in good condition)        |
| ▪ Napkins, Sandwich Trash Bags, Foil, Saran Wrap | ▪ Cleaning supplies (409, Windex, etc.) |
| ▪ Brooms/Mops/Swiffer (in good condition)        |   |

**No other personal items, under any circumstances, may be left or stored in the apartment after your check-out.**