CLEANING INSTRUCTIONS FOR ALL APARTMENTS

The following areas should be cleaned thoroughly before an apartment is vacated. STRICT adherence to these instructions will ensure the return of your security deposit. Your presence is STRONGLY RECOMMENDED for the check-out inspection. Please schedule your inspection for after the completion of your cleaning and before the end of your vacate date so you will have the opportunity to remedy any discrepancies. Absence at, and/or failure to schedule, an inspection may signify the forfeiture of your right to dispute assessed cleaning and damage charges.

The following areas should be cleaned thoroughly. See instructions below.
1. Stove
2. Refrigerator
3. Walls
4. Ceiling
5. Windows
6. Screens
7. Cabinets and Countertops
8. Lights
9. Fans
10. Floors
11. Carpets
12. Toilet, Sink, Bathtub
13. Horizontal Surfaces
14. Vertical Surfaces
15. Storage

EQUIPMENT NEEDED
1. Oven cleaner (small can)
2. Lestoil (small bottle)
3. Light spackle (small can)
4. Glass cleaner (small bottle)
5. Rags
6. Broom and Dust Pan
7. Steel wool pads
8. Mop
9. Spackle knife
10. Sandpaper, 1 piece medium
11. Rubber gloves
12. Flashlight

At least 48 hours before you are to move, follow these directions:

1. Stove: Turn off stove. Turn off switch #5 in electrical fuse box. Raise the burners, remove burner drip pans and burner rings and racks in oven. Place these items in sink with hot water and Lestoil. Clean broiler pan. Pull stove away from wall and clean adjacent walls and floor. Spray oven with oven cleaner. Clean top, sides, interior, and door of oven. Also clean tray under the burners, lifting up top if possible. Wash racks, burner drip pans, burner rings, and broiler pan with Lestoil. Use steel wool pad where food/grease has burned. Reinstall racks, burner rings, and drip pans. The oven must be free of grease and burnt material.

2. Refrigerator: Remove all items from the refrigerator. Turn off the unit. Defrost (do not utilize sharp objects to chip the ice. Aluminum refrigerant lines can be easily punctured. Accelerate ice meltdown by placing trays or bowls of hot water in the freezer and wiping interior with hot rags.) Wash interior of unit with hot water and Lestoil. Pull out the refrigerator. Wash top and sides. Clean adjacent walls and floor under the refrigerator. When completed, turn dial back to #1 or low. The refrigerator must be free of food stuff, stickers, ice, odors, dirt, etc.

3. Interior Surfaces: Remove pictures, posters, nails, thumbtacks, screws, brackets,
hooks, scotch tape, contact paper/tape, and any other foreign items from walls and ceilings. Fill holes in any of the surfaces with spackle. Unless the holes are large, you can avoid sanding by applying the spackle with your fingers. Spackled holes must match contiguous walls in texture (painting not required). Use putty knife to apply spackle to holes bigger than ¼” in diameter and large gouges. Sand down areas when dry. Clean outlet and light switch covers. Wipe off top of heaters, exterior of smoke detectors, and exterior of wall mounted fire extinguisher. All surfaces must be free of ink, crayon, grease, food particles, splatters, dirt, and any foreign matter.


5. **Windows**: Report all broken windows and torn screens to the office. Wash inside and outside (if possible) of all windows. Remove stickers. Brush all screens free of accumulated dirt. Remove all nails, screws, etc. from window frames. Fill holes with spackle. Clean curtain rods of accumulated dirt and grease.

6. **Cabinets**: Wash inside and out with Lestoil and wipe dry. Any contact lining paper installed by residents must be removed.

7. **Kitchen Fan**: Turn power off to unit. Turn screw in center of fan plate. Remove plate and wash. Unplug and remove fan. DO NOT PLACE FAN MOTOR IN WATER. Wipe fan clean with rag. Wash fan duct, then replace fan and cover plate. Clean hood release chain. The fan assembly must be free of grease and food particles.

8. **Bathroom Fan (if present)**: Without disassembling the fan, remove as much lint as possible from interior of the fan. CAUTION: Do not turn on bathroom light as fan is electrically connected. Use a flashlight.

9. **Floors**: Sweep and mop bathroom and kitchen floors. Vacuum carpet; a vacuum may be rented from the Forest Park office for $1. Snip off any carpet runs. If you have caused stains on the carpet, you can rent a shampooer to clean it or contact the Forest Park office for a cleaning estimate.

10. **Bathroom Porcelain**: Scrub inside and outside of toilet thoroughly. Wash both sides of toilet seat and lid. Clean sinks thoroughly and wipe off water pipes below sink. Scrub soap residue/scum from bottom and sides of tub and from faucets and soap dishes. Rinse. Clean bathroom mirrors and chrome fixtures.

11. **Storage Area**: Sweep clean.

12. **Miscellaneous**: Clean out grounds or balconies and stairwells around your apartment. Any items left in storage area or in the apartment will be disposed of by Forest Park staff.