

## 12-Month Apartments Move Out Cleaning Guidelines

Your room and apartment should be thoroughly cleaned before you move out. The bedroom will be reassigned to another person, so please leave it in a suitable condition. All residents of an apartment are equally responsible for cleaning all of the apartment areas (kitchen, bathroom(s), hallway, living room and closets) and keeping these areas in good condition.

### The following applies to all rooms, clusters, and apartments:

- Walls, doors, and ceilings should be free of dust, dirt, grease, spots, finger marks, and pen marks. Remove all hooks, nails, stickers, etc. DO NOT spackle or patch holes. All locks must be in working order.
- Floors should be swept free of dirt and litter and should be mopped as necessary. Carpets should be vacuumed including inside the closet and behind/underneath all furniture
- Windows should be cleaned on the inside only with window cleaner. Vacuum and wash window tracks and sills.
- Desk surface areas and shelves must be wiped down. Remove contact paper from shelves and removed any shelves you may have installed.
- Return all furniture to original configuration and location.
- Clean all areas immediately outside of your room and clear them of personal belongings. Wipe clean the whiteboard or chalkboard on your door or immediately outside of room or apartment.
- Empty and clean trash cans and recycle cans.
- Garbage, recycling, and compost should be taken to the trash room or dumpster for the building. Flatten all boxes and leave in trash room as directed or put in the dumpster for your building. Do not place furniture or other large items in the trash room or garbage dumpster. Do not leave trash in public areas such as study lounges, TV lounges, laundry rooms, and stairwells. Please recycle as much of your refuse as possible, including donating reusable items at the designated SCRAM areas. For information and resources on how to properly dispose of large items and hazardous materials, please visit [King County Solid Waste Division](#). Please note that improper disposal of bulky items or other trash in or around UW apartments may result in disciplinary action, fees and/or other UW action. You may contact your Residential Life Office or RA/CA for help with questions or concerns.
- Remove all personal belongings. HFS does not provide storage space for resident belongings. Remember to take your bike from the bike room or outside location as it will be impounded by the University Police and fees may apply (contact 206-543-9331 for more information if it is impounded).
- The bathroom(s) should be cleaned entirely. Remove dust, dirt, mildew, mold, and lime deposits from the sink, shower walls, shower floor, and shower door. Thoroughly clean all faucets and handles, as well as the toilet seat and bowl. Bathroom cabinets and drawers should be clean and free of personal belongings. Floors should be swept free of dirt and litter and should be mopped if necessary.
- Kitchen cabinets should be clean and free of personal belongings.
- Electric stove surfaces, top burners, chrome rings, and storage drawers should be free of grease, food stains, and dirt. Follow the instructions for the self-cleaning oven.
- Remove and properly dispose of all items in the refrigerator and freezer.
- Remove and properly dispose of all personal belongings from apartment closet locations.
- Smoke detectors must be in place and in operating condition.

**HFS staff will further inspect all rooms after you have checked out. You will be charged for any damages to your room or its furnishings, missing items, and/or cleaning. Charges for improper checkout may apply.**