

# **CLEAN! CLEAN! CLEAN!**

## **C H E C K O U T & I N S P E C T I O N**

- REMINDERS:**
- \* **Electricity MUST BE ON for your inspection!**  
(Do NOT disconnect electricity until day after the lease expires.  
A \$150 charge will be assessed if electricity is disconnected early!)
  - \* **All furniture / personal items MUST BE REMOVED from the apartment!**  
(Take all unwanted furniture to City Dump or donate it to the local Goodwill Store!)  
DO NOT dump furniture at the dumpsters or curb!
  - \* **Everything MUST BE CLEANED and SHINED to an "A" standard!**  
(Cleaning charges are deducted from your security deposit.)
  - \* **Tenants do NOT need to be (but may be) present at the inspection!**
  - \* **Tenants should verify that there is no unpaid rent or past due fees remaining on the rental account.**

### **KEYS**



- \* **All keys must be turned in by your designated inspection time! You will be charged \$100.00 for a lock change if all keys are not returned by this deadline.**  
--The inspector will test the keys at the inspection to verify keys work properly.
- \* **ALL KEYS – Apartment & Mailbox – must be returned! Please make sure all keys work properly! **Do Not Mail in Keys!!!****
- \* **Keys will be accepted at the office after July 15<sup>th</sup>.**  
--Place them in an envelope identifying your name, apartment #, and address.  
--If keys are incorrectly identified, if they are the wrong keys, or if all keys are not returned by the inspection time, you will be charged \$100.00 for a lock change!

Here are some cleaning suggestions...

### **SUPPLY LIST – WHAT TO USE WHILE CLEANING:**

- Paper towels & rags
- Sponges and other scrubbing utensils (scouring pads, mop, broom, toothbrush, etc.)
- Windex (window/glass cleaner), Lime-Away, Clorox Clean-up Gel or Soft Scrub Gel with Bleach
- 409 (for dirt & soap scum), Mean Green (available at Dollar General), Toilet Bowl Cleaner with bleach
- Easy-Off Oven Cleaner
- Mr. Clean (for linoleum floors)
- S O S pads
- Light Bulbs -- **every light must have working bulbs of the correct wattage**
- Drip Pans --(pans under the burners on top of the stove) the stove's drip pans are \$40/set if replaced by cleaning crews

### **DON'T USE THE FOLLOWING SUPPLIES:**

- Mop & Glow – or any other cleaners with wax.
- DO NOT USE ANY OILS ON THE OAK LAMINATE HARDWOOD FLOORS!**

**CARPET CLEANING:** As agreed upon in your lease, Landlord will automatically subtract \$95-\$225 out of the deposit for professional carpet cleaning (based on number of bedrooms).

**MAKE SURE TO VACCUM AND EDGE ALL THE CARPET IN YOUR UNIT to avoid charges.**

**Please find the Cleaning Checklist on the back of this page!**

## PROFESSIONAL CLEANING SERVICES

IF HIRED, PLEASE LET THE CLEANER KNOW THAT YOU RENT FROM APARTMENTS DOWNTOWN & GIVE THEM A COPY OF THE CHECK-LIST BELOW.

**PROFESSIONAL CLEANING:** **Connie's White Glove Cleaning** Contact Connie at 319-354-7505 for an estimate today! (You must call **before** July 20<sup>th</sup> to arrange an appointment)

**PROFESSIONAL CLEANING:** **ServiceMaster 380** Contact at 319-247-0507 for an estimate today! (You must call **before** July 20<sup>th</sup> to arrange an appointment)

## CLEANING CHECK LIST

Please refer to page 6 for a grading break down and possible costs applied for unclean units.

ENTRYWAY	LIVING ROOM	HALLWAY
<input type="checkbox"/> CARPET <input type="checkbox"/> LIGHT FIXTURES <input type="checkbox"/> WALLS / CEILING <input type="checkbox"/> FIRE EXTINGUISHER <input type="checkbox"/> SWITCHES / COVER PLATES	<input type="checkbox"/> CARPET <input type="checkbox"/> WINDOWS / SILLS <input type="checkbox"/> AIR CONDITIONER <input type="checkbox"/> WALLS / CEILING <input type="checkbox"/> RADIATOR <input type="checkbox"/> CURTAINS / BLINDS <input type="checkbox"/> SWITCHES / COVER PLATES	<input type="checkbox"/> CARPET <input type="checkbox"/> LIGHT FIXTURES <input type="checkbox"/> WALLS / CEILING <input type="checkbox"/> CLOSETS <input type="checkbox"/> SWITCHES / COVER PLATES
BEDROOM #1	BEDROOM #2	BEDROOM #3 ETC.
<input type="checkbox"/> CARPET <input type="checkbox"/> WINDOWS / SILLS <input type="checkbox"/> LIGHT FIXTURES <input type="checkbox"/> WALLS / CEILINGS <input type="checkbox"/> CLOSETS <input type="checkbox"/> RADIATOR <input type="checkbox"/> CURTAINS / BLINDS <input type="checkbox"/> SWITCHES / COVER PLATES	<input type="checkbox"/> CARPET <input type="checkbox"/> WINDOWS / SILLS <input type="checkbox"/> LIGHT FIXTURES <input type="checkbox"/> WALLS / CEILINGS <input type="checkbox"/> CLOSETS <input type="checkbox"/> RADIATOR <input type="checkbox"/> CURTAINS / BLINDS <input type="checkbox"/> SWITCHES / COVER PLATES	<input type="checkbox"/> CARPET <input type="checkbox"/> WINDOWS / SILLS <input type="checkbox"/> LIGHT FIXTURES <input type="checkbox"/> WALLS / CEILINGS <input type="checkbox"/> CLOSETS <input type="checkbox"/> RADIATOR <input type="checkbox"/> CURTAINS / BLINDS <input type="checkbox"/> SWITCHES / COVER PLATES
BATHROOM #1	BATHROOM #2 ETC.	KITCHEN (S)
<input type="checkbox"/> FLOOR <input type="checkbox"/> WALLS / CEILING <input type="checkbox"/> LIGHT FIXTURES <input type="checkbox"/> TUB / SHOWER <input type="checkbox"/> TOILET <input type="checkbox"/> SINK / COUNTERTOP <input type="checkbox"/> VANITY CABINET <input type="checkbox"/> MEDICINE CABINET <input type="checkbox"/> CEILING VENT <input type="checkbox"/> SWITCHES / COVER PLATES	<input type="checkbox"/> FLOOR <input type="checkbox"/> WALLS / CEILING <input type="checkbox"/> LIGHT FIXTURES <input type="checkbox"/> TUB / SHOWER <input type="checkbox"/> TOILET <input type="checkbox"/> SINK / COUNTERTOP <input type="checkbox"/> VANITY CABINET <input type="checkbox"/> MEDICINE CABINET <input type="checkbox"/> CEILING VENT <input type="checkbox"/> SWITCHES / COVER PLATES	<input type="checkbox"/> FLOOR <input type="checkbox"/> WALLS / CEILING <input type="checkbox"/> WINDOWS / SILLS <input type="checkbox"/> LIGHT FIXTURES <input type="checkbox"/> CABINETS <input type="checkbox"/> RANGE <input type="checkbox"/> RANGE HOOD <input type="checkbox"/> DISHWASHER <input type="checkbox"/> REFRIGERATOR <input type="checkbox"/> SINK / COUNTERTOP <input type="checkbox"/> REAR ENTRANCE DOOR <input type="checkbox"/> SWITCHES / COVER PLATES

## WINDOW CLEANING

All windows must be *completely* cleaned (this includes the exterior of the windows). Most windows are removable from their tracks for easier cleaning. To remove the window, first slide the window mostly to the center. Holding the sides, lift upwards gently. Once the bottom of the window is far enough above the track simply pull the bottom of the window towards you, then gently pull the window down out of the top track. **REMEMBER** to keep track of which location the window is from (they are all different). For any stationary windows, remove the screens (pull-tabs release screens) to clean the outside by reaching around from the inside. Windows will not streak if you use enough paper towels or newspaper to wipe them clean. Be sure to clean window sills.

## WALLS / CEILING / RADIATOR CLEANING

This includes removing all smudges, tape, candle-soot and marks from the walls. Mr. Clean, 409 or Mean Green works well for this. Clean all outlet covers and light switch fixtures. Use a broom to clear all cobwebs from walls and ceilings. Also use the cleaners previously listed to clean the tops of radiator/slant fins (slant fins are the metal heating vents). If your apartment has a ceiling fan, be sure to dust off the fan blades.

## LIGHT FIXTURE CLEANING

Most light fixtures are removable. While **carefully holding the globe**, unscrew the screws/caps that hold it in place. Remove the light fixtures and clean them either by scrubbing in sudsy water or running them through the dishwasher. When they are clean and dry, put them back over the lights that they were covering. Be sure that all lights have working 60-watt bulbs. Also, the bulb in the refrigerator and the one in the range hood must be working as well; they require a 40-watt appliance bulb.

## RANGE / RANGE HOOD CLEANING

- Pull the range away from the wall **being careful not to tear the linoleum floor**. The Inspectors will check to see if the sides and front of the range have been cleaned as well as the floor beneath the range.
- Remove the oven racks from the oven prior to spraying the inside of the oven. The best way to clean the oven racks is by placing them in large garbage bags, (one rack per bag) and using oven cleaner to spray the rack while it is inside of the bag. After the rack is coated with oven cleaner, seal the bag and let it sit overnight. The following day, rinse the racks in your tub or shower. Most debris should come off the racks by rinsing, although there may be some spots where you will need to use an SOS pad or scouring pad.
- Spray Easy-Off oven cleaner the **night before** you plan to scrub the oven. Use a lot of cleaner and allow the cleaner ample time to work for easier cleaning. Use paper towels or newspapers to wipe away the cleaner and oven debris. Be sure to wipe the inside of the oven when you are finished to remove white residue.
- Drip pans/rings (pans under the burners) can be replaced. (they must fit correctly) You may also clean these by using a small amount of oven cleaner and SOS pads. If not clean and shiny, drip pans will be replaced by cleaners for \$30/set.
- The stove top sub floor is the area beneath the drip pans (underneath the burners). Some stovetops completely lift up for easy access. **This sub floor must be cleaned**. If it is missed, the stove is considered NOT CLEAN.
- The broiler pan/drawer and the knobs are removable and must be cleaned. Scrub them clean with SOS pads and shine with 409.

## RANGE / RANGE HOOD CLEANING (CONT'D.)

- The range hood has a vent filter; it is silver in color and easily removable from underneath the hood. Run through dishwasher, or soak it in warm sudsy water and rinse clean before re-installing.
- Using a non-abrasive sponge and 409, clean the top, sides, and underneath sections of the hood.
- If the hood light does not work, replace the bulb with a 40-watt appliance bulb.

## REFRIGERATOR CLEANING

- Pull the refrigerator out away from the wall **being careful not to rip the linoleum floor.** (Inspectors will check the floor beneath the refrigerator as well as the sides of it!)
- Both the refrigerator and freezer must be completely EMPTY and DEFROSTED. **Never use sharp objects to defrost the freezer.** Use a hair dryer or set a pan of hot water in the freezer to speed up the defrosting time.
- Clean the inside thoroughly. Clean the walls, door, seals, shelves, crisper drawer, and cover. Scrub off the hardened debris. Then shine with 409. Clean the inside floor of the refrigerator. The crisper drawer must be removed to do this. There is a condensation drain beneath the crisper drawer, which collects debris. Do not forget this. If it is missed, the refrigerator is **NOT CLEAN.**
- Clean the outside, front, and sides of the refrigerator, especially the handle and the top.
- **VERY IMPORTANT:** Once the refrigerator is clean, **PROP THE DOORS OPEN!** Turn the power off either by unplugging the refrigerator or by flipping the switch for the refrigerator in the breaker box. Block the refrigerator doors open using ice cube trays or newspapers. Closing doors to a refrigerator with no power creates an odor which is not removable from the unit's insulation and requires the refrigerator to be replaced (at the Tenant's expense).

## GENERAL KITCHEN CLEANING

Any rear entrance doors must be wiped free of smudges with the window clean inside and out. Be sure to thoroughly clean the cabinets by wiping clean the insides of the cupboards as well as the outsides of the cabinet doors. Vacuum or wipe out all food particles. The interior and sides of dishwashers must also be clean. The outside front panel of the D/W should be shiny.

## SINK / COUNTERTOP CLEANING

Hard water stains come off the sinks in both the kitchen and bathroom. Lime-Away or Mean Green works well on stainless steel sinks; however, if you have a porcelain sink (a white sink), the Clorox Clean-up Gel or Soft Scrub Gel with Bleach will work better. To clean tough stains on porcelain sinks (using the Clorox or Soft Scrub gels), pour the gel on the sink and scrub in with a scouring pad using little or no water. Then let the gel sit on the sink for as long as possible, this allows the bleach to soak into the porous surface and penetrate the stains. Using generous amounts of Lime-Away or Mean Green on the chrome along with a scouring pad and a toothbrush for the tight spots around the faucets will clear all the white water marks. When you are done, there should not be any watermarks on any of the chrome. Be sure to clean the back-splash along the wall.

## TUB / SHOWER CLEANING

The tub and shower require lots of cleaning. All hard water stains will come off--use Lime-Away, Clorox Clean-up Gel, Soft Scrub Gel with Bleach, or Mean Green generously. Lime-Away does not clean the tub; it is best used to clean the hard watermarks on the chrome. Clorox Clean-up Gel or Soft Scrub Gel with Bleach is best for cleaning the white fiberglass or porcelain parts of the shower/tub. Make sure you do not forget to scrub hard with a scrub brush or scouring pad or both; using just a sponge or washcloth will not be sufficient. Again, when you are done, there should be no water spots on any of the chrome. Remove/throw away the shower curtain (for hygienic reasons), but be sure the curtain rod is clean and in place.

## OAK LAMINATE / LINOLEUM FLOOR CLEANING

**Do not use cleaning products containing wax or oil.**

**LINOLEUM:** Simply using Mr. Clean diluted in water works well. The kitchen and all bathroom floors need to be scrubbed and wiped clean. Pay attention to corners and the edges of the floor.

**OAK LAMINATES:** **Do NOT use a mop or excessive water** to clean the oak laminate flooring. Use a lightly dampened cloth or paper towel--too much water may damage the oak laminate flooring.

## GENERAL BATHROOM CLEANING

The toilet must be cleaned including the outside of the bowl and the base. The vanity cabinet (under the sink) must be empty and wiped clean. Wipe down the outside of the cabinet as well. The medicine cabinet must also be empty and clean, inside and out. Use Windex on the mirror and 409 or Mean Green on the shelves. The ceiling exhaust fan vent cover also must be clean. This can be run through the dishwasher. All soap dishes, cup holders, towel bars and toilet paper holder must be clean and shiny. The light above the medicine cabinet requires four (4) 60-watt bulbs.

## MISCELLANEOUS

- **Fire extinguisher** should be secured to the wall, fully charged (in the green area) with its seal intact. If your fire extinguisher has been discharged, please have it refilled. Iowa Fire Equipment located at 357 1<sup>st</sup> St., in Iowa City (337-4434) will refill fire extinguishers for a nominal fee.
- **Air conditioner** filters must be cleaned. Please remove the front cover of the A/C to remove the mesh filter. Simply rinse the filter in sudsy water to clean or run through the dishwasher. The cover should be clean before replacing it as well.
- **All closets** (in bedrooms, hallways, and kitchens) must be vacuumed and free of dust. Wipe all the shelves and bars clean using paper towels and 409.
- **Sliding glass doors and their tracks** must be cleaned. Balconies must be free of trash and clean. If the outside light bulb is not working, please replace it.
- **Window blinds** must also be clean. Wipe them down with 409 and be sure they are hanging and operating properly. If you have removed the supplied curtains to install your own blinds, please restore the window to its original condition by removing your blinds and reinstalling the curtains.

# TO WHOM AND TO WHERE WILL YOUR SECURITY DEPOSIT BE SENT?

The check-out inspector will not have access to previous inspections or your check-in sheet and will not be able to tell you the amount of your deposit return.

The security deposit and itemized list of deductions will be mailed to the deposit holder for the apartment within 30 days of the expiration of the lease. The deposit holder is listed on your lease.

**If the deposit holder's forwarding address needs to be updated, please contact the office no later than July 15<sup>th</sup>.**

The only person who can change the address is the Deposit Holder.

## APARTMENT CLEANING CHARGES

At the final inspection, tenants must clean the entire apartment to the Landlord's "A" standard to avoid a minimum charge of \$150.00.

**Grading Scale:**

**A** = Very clean. No work required.

**B** = Few items missed. Light / moderate cleaning needed.

**C** = Attempted to clean. Many areas need attention.

**D** = Barely attempted. Complete clean may be necessary.

**F** = No attempt made. Apartment is very dirty. Deep cleaning required, with possibility of removal costs.

Cleaning Grade	A	B	C	D	F
Number of rooms					
<b>1 BEDROOM</b>	<b>\$0-\$75</b>	<b>\$75-\$150</b>	<b>\$150-\$275</b>	<b>\$275-\$375</b>	<b>\$375+</b>
<b>2 BEDROOM</b>	<b>\$0-\$75</b>	<b>\$75-\$200</b>	<b>\$200-\$375</b>	<b>\$375-\$525</b>	<b>\$525+</b>
<b>3 BEDROOM</b>	<b>\$0-\$75</b>	<b>\$75-\$225</b>	<b>\$225-\$400</b>	<b>\$400-\$575</b>	<b>\$575+</b>
<b>4 BEDROOM</b>	<b>\$0-\$75</b>	<b>\$75-\$225</b>	<b>\$225-\$450</b>	<b>\$450-\$625</b>	<b>\$625+</b>
<b>5 BEDROOM</b>	<b>\$0-\$75</b>	<b>\$75-\$250</b>	<b>\$250-\$475</b>	<b>\$475-\$675</b>	<b>\$675+</b>
<b>6+ BEDROOM</b>	<b>\$0-\$75</b>	<b>\$75-\$250</b>	<b>\$250-\$500</b>	<b>\$500-\$700</b>	<b>\$700+</b>

\* Prices above **do not** include charges for damages, carpet cleaning, removal of furniture, trash, etc.

**All damages in the apartment will be billed to Tenants at the following approximate amounts agreed upon in the lease:**

Entry Door \$452.00 - 690.00	Hollow Core Door \$386.00	Window 135.00 – 325.00
Window Screen \$110.00	Patio Screen \$125.00	Mini Blinds \$85.00
Lock Change \$100.00	Drywall Repair \$175/hole	Towel Bar \$85.00
Mirror \$105.00	Light Cover \$80.00	Thermostat \$95.00
Fire Extinguisher \$115.00	Smoke Detector \$115.00	Painting \$70/hour

**Carpet Replacement (Approximate charges):**

<b>1 Bedroom</b> \$875.00	<b>2 Bedroom</b> \$1380.00
<b>3 Bedroom</b> \$1845.00	<b>4 Bedroom</b> \$2185.00
<b>5 Bedroom</b> \$2600.00	

**Labor: Mon – Fri 8am – 5pm \$70/hour**

**After Hours \$90/ hour**