

If you are choosing not to return to campus and would like to checkout anytime between now and May 15, please be aware that you must complete checkout (or fees will be assessed). Contact Jon Langlois with questions and to schedule a checkout appointment at jlanglois@dawson.edu or 406-359-9023.

Failure to do a check out will result in a \$250 improper check-out fee.

Schedule a time that you **KNOW** that you will have all items out of your apartment and the apartment clean to DCC standards. During the apartment inspection Residence Life Staff will compare the current condition of the apartment with the condition listed on the UFI that you submitted following your check-in. This allows you to only be held responsible for any differences between when you checked in and when you checked out. All belongings must be removed from the apartment before starting your check-out (exemptions during COVID-19 may be allowed). Please allow at least 30 minutes for your check-out appointment.

CLEANING SUPPLIES

The information listed under “cleaning tips” should provide you some assistance in meeting DCC standards for cleaning your apartment. If these standards are not met when vacating your apartment, you will be assessed charges for the necessary repairs and/or cleaning. To do a thorough and complete job, the following cleaning materials will be needed:

Sponges, Rags, Broom, Dust pan, Mop, Bucket, Toilet cleaner, Oven cleaner, Detergent, Tub and tile cleaner, Vacuum and carpet cleaner (if carpeted), Plastic gloves, Mark remover (ex. Magic Eraser).

CLEANING TIPS

Please note: If the apartment is not vacated completely and a roommate/roommates remain, all items on this cleaning list must still be completed. Following these cleaning guidelines to make cleaning easier and to reduce the chances of charges.

Kitchen

- **Stove**
 - Be sure that the circuit breaker for the stove is off prior to cleaning your stove. When cleaning the stove, pull it away from the wall and counter. Do a complete job using hot water and a non-abrasive soap for the exterior. Use an oven cleaner for the oven interior.
 - Pull stove from wall. Clean the back, walls and floor around/under stove.
 - Tilt burners back and remove drip trays and burner rings. Soak the drip trays in hot, soapy water while you are cleaning the remainder of the stove. If the drip trays do not come clean after soaking and scrubbing, you will need to replace them (or will be charged cleaning or replacement fees).
 - Lift the flat top portion of the stove and clean the portion under the burners and drip trays. You may need to use a soft plastic scraper to remove crusted material if it does not come clean with a damp rag and detergent.
 - Clean the oven with oven cleaner. Follow the directions for the cleaner and be thorough. When finished, put the oven rack(s) back into place.
 - Clean the exterior of the oven with warm water and detergent. Please do not spray the control panel with oven cleaner as it can short out the stove’s electrical system.
- **Refrigerator**
 - Pull the fridge away from the wall and vacuum the evaporator coils on the back.
 - Remove racks and drawers; clean the inside with detergent and water. Rinse and dry thoroughly to prevent mold from forming.
 - Clean refrigerator shelves, ice trays, and drawers.
- **Dishwasher (Kettner Only)**
 - Wipe off front of dishwasher with detergent and a rag.
 - Run dishwasher empty one last time prior to vacating.
- **Cabinets/Drawers/Shelves**
 - Wipe clean the inside and outside of the cabinet door.

- Clean all shelves and drawers inside and out with a damp rag.
- Wash countertops thoroughly.
- **Sinks**
 - Wash the sinks including the fixture.
 - Use a non-abrasive cleaner to remove any marks and water stains.
 - Thoroughly rinse and wipe dry when complete.
- **Entrances**
 - Wipe down the inside and outside of entrance door(s). Wipe off window ledges. Remove any tape, adhesive stickers, etc. from door(s).
- **Bathroom Areas**
 - Clean the light cover and mirror.
 - Clean the fan vent.
 - Clean the inside and outside of cabinets.
 - Clean all shelves and drawers inside and out with a damp rag.
 - Wash countertops thoroughly.
 - Clean the toilet with disinfectant both inside and out including the toilet seat and bowl. Scrub the bowl with a long-handled brush and bowl cleaner. Wipe all parts of the outside of the toilet down thoroughly.
 - Wash the sink including the fixture.
 - Use a non-abrasive cleaner to remove any marks and water stains from sink.
 - Thoroughly rinse sink and wipe dry when complete.
 - Clean the tub with a bleach or ammonia cleaner. Use a brush to remove any mold/mildew around the tub. If using bleach or ammonia, make sure to run the bathroom fan.
- **Floors**
 - Sweep or dust mop floors first, then wet mop floors with cool or warm water (never use hot water).
 - Frequently rinse the mop in clean water as you work.
 - Carpeted areas should be vacuumed thoroughly.
- **Walls/Ceilings/Windows**
 - Check walls for any marks including tape, adhesive stickers, fingerprints, crayons, and any other marks that can be removed with detergent and water.
 - Wipe off light switches, wall plates, trim boards, window ledges, curtain rods and radiators.
 - Wipe out window sills and make sure storm and screen windows are closed and locked.
- **Miscellaneous**
 - Remove all mail from mailbox prior to check-out.
 - All personal possessions, garbage, etc. needs to be removed from the apartment at the time of check-out.
 - If these items are not removed, you will be charged for removal. You will need to submit your keys at check-out as well.

IMPORTANT: Failure to complete the check-out procedure (return keys, etc.) may result in a fine and hold on your grades/transcript.