



Graduate & Family Housing Cleaning Checklist

RANGE

- Turn off circuit breaker and unplug range before cleaning
- Clean food stains, grease and spills off of the stove, burners and drip pans (please do not use harsh abrasive cleaning powders, they scratch the surfaces)
- Clean inside of oven (including broiler pan) with commercial cleaner such as “Easy Off” or “Oven Off”
- Clean the vent filter over the range by removing the cover and soaking it in hot, soapy water
- Clean out all accumulated grease under hood and in the fan area
- Clean sides of range by pulling it away from the wall (DO NOT pull out the ranges in Faculty/Staff Court)

REFRIGERATOR

- Defrost the freezer, then clean the refrigerator and freezer with a solution of warm water and baking soda (one tablespoon to one quart of water) – rinse thoroughly with clean water and wipe dry
- Clean outside of refrigerators, including handles – pull the fridge away from the walls to reach all surfaces. Also sweep and mop the floor underneath
- If there is frost build-up in the freezer, do not use any sharp objects to remove it—the coils may puncture, breaking the unit and you will be charged to replace it
- Turn the regulator to the low position, close the refrigerator door
- Do not unplug the refrigerator

CABINETS

- Clean all cabinets, inside and out
- Remove grease, water stains, food, stickers, etc.
- Clean the top of cabinets where dust and grease collect
- Clean and wash out all drawers

SINKS

- Clean kitchen and bathroom sinks with a product like “Soft Scrub”
- Ensure all dirt and soap scum is removed
- Clean caulking around sinks and faucets
- Clean out medicine cabinets
- Clean mirrors with a product like “Windex”

TOILET, TUB AND/OR SHOWER

- Thoroughly clean all areas with a product like “Soft Scrub” or a spray cleaner (please do not use harsh abrasive cleaning powders, they scratch the surfaces)
- Clean caulking around tubs and showers, as well as tiles and soap trays
- Ensure all surfaces are left very clean

WALLS AND FLOORS

- Remove all marks, dirt and dust from walls, baseboards and doors including closets
- Ensure fingerprints, food, crayon marks, stickers, etc. are removed
- Clean electrical plates and light switches
- Use caution when removing dirt from paint so it doesn't get rubbed off
- Sweep, and clean linoleum and tile floors with a product like “Spic and Span” (DO NOT use any products with wax in them)
- Thoroughly vacuum carpets, including in closets

ELECTRICAL FIXTURES

- Remove dust, cobwebs, grease and fingerprints from light fixtures and coverings

WINDOWS AND GLASS DOORS

- Clean inside and outside (if you can reach) of windows with glass cleaner (like “Windex”) or a mild solution of vinegar and warm water
- Brush or vacuum sliding door tracks to remove dirt and debris (including closet door tracks)

SCREENS

- Brush screens to remove dust and dirt
- If screens are removed, please return them to the window frame they came from

HEATING UNITS

- Vacuum out all dust, dirt and food
- Vacuum out floor vents and cold air returns (if applicable)

YARDS

- If you have a yard, please remove all debris and personal items

GARDENS

- If you have a garden plot, please leave it clean and orderly for the next resident

PERSONAL ITEMS LEFT IN OR OUTSIDE THE APARTMENT

- Property remaining on the premises, including strollers on stairwells and bicycles on bike racks following termination will be deemed abandoned and become the property of CU-Boulder. Charges will be made for removal of all items left in the apartment. See Personal Possessions section for charge information