CLEANING CHECKLIST – MID-YEAR
Complete the following checklist BEFORE you check out

_______ Your room/apartment must be completely free of trash and dust; including closets, baseboards, beds/bed frames, dressers and desks.
_______ Rooms must be vacuumed thoroughly.
_______ Mini-blinds must be dusted and cleaned. Blinds are to be left down and in the open position.
_______ Bedroom light covers must be cleaned.
_______ All burned-out light bulbs must be replaced. A $5 charge will be assessed for each burned-out bulb.
_______ Baseboards must be washed and free of dirt and dust.
_______ Bedroom window must be cleaned and locked.
_______ All trash is to be removed and taken to the dumpster.
_______ Wipe down doors and door frames.
_______ Air vents must be cleaned.
_______ Bathroom must be cleaned, dusted, and free of trash (including bathtub, toilet, sink, medicine cabinet, mirror, bathroom vent); floor swept/mopped.
_______ If you are using a digital cable converter box provided by Southeast Tech Housing, make sure you leave it in the apartment. Please return the box, remote, coax cable, and power cord to its original box. If the box cannot be located, please place items listed above neatly in a one-gallon Ziploc bag.
_______ Fill out a “Change of Address” form at www.usps.com to change your mailing address. You may also change your address at any local Post Office.
_______ Change your address online by logging into STInet. Click on “Personal Info” (next to your name) and choose “Biographical Info”. Click on the pencil by “Name and Address” and submit your new information.