



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.