

The Arbors at Sweetgrass Apartments

Resident Cleaning and Responsibilities at Move Out

Please contact Comcast, Phone Company (land line), Satellite and City of Fort Collins Utility offices to disconnect your service from Parkwood East Apartments, we are unable to do this for you and charges could incur. Comcast is 888-824-4010, City of Fort Collins Utility 212-2900. All satellites must be removed from the property, otherwise a fee of \$100 will be charged.

We conduct pre-move out inspections the 2nd and 4th Tuesday of every month for the next set of move-outs. A letter will be posted when yours will be scheduled.

Residents living at The Arbors at Sweetgrass Apartments less than 12 months will be charged a prorated amount for carpet cleaning, as stated on the Exhibit A signed at move-in the prices are \$50 for a one bedroom and \$75 for a two bedroom. If you choose to clean the carpets yourself it **MUST** be by a licensed/insured contractor and a receipt must be provided to the office at the time of move out. Using a rental from King Soppers or similar home use ones will not be accepted since they are not powerful enough to clean down to the pad.

Range and Oven

- _____ Range Top
- _____ Drip Pans, if they won't come clean we will charge to replace these
- _____ Top of the stove including under the drip pans
- _____ Hood Vent, underneath and on top, remove filter and wash in dishwasher
- _____ Front of oven including glass in and out
- _____ Drawer under oven
- _____ Clean inside oven including oven racks, door, hinges

Refrigerator

- _____ Clean inside and out
- _____ Pull out drawer and clean shelf underneath the drawer
- _____ Pull out refrigerator and clean behind and the floor underneath

Counters/Cupboards

- _____ Remove all belongings, anything left behind will be thrown away
- _____ Wipe out all drawers and cabinets, remove shelf paper
- _____ Clean fronts of cabinets

Windows

- _____ Clean interior windows and window sills
- _____ Clean or wipe off screens
- _____ Clean front and backs of blind slats, if you have mini blinds we will replace those and you do not have to clean them. Vertical slats are delicate, if broken we charge \$2.00/slat.

Floors

- _____ Sweep and Mop vinyl floors (bath, kitchen and entry), do not use wax
- _____ Vacuum all carpet and pre treat any stains, do not use bleach
- _____ Wipe down baseboards

Light fixtures

- _____ Shine light bars in baths with glass cleaner, do not use on hot light bulbs they will burst.
- _____ Light globes (fixtures) remove glass part and clean out bugs- these can be put in the dishwasher
- _____ Burnt out light bulbs at move out will be subject to a charge. If you replace bulbs please use clear bulbs in the globes and larger (Hollywood bulbs) in the bathrooms.

Walls

- _____ Wipe down all walls and light switch cover plates.
- _____ If smoking took place in the apartment wash walls thoroughly, otherwise we will have to treat and paint due to the smell.

Sinks

- _____ Clean out sinks of debris and strains. Stainless steel shines up well with glass cleaner including chrome faucets
- _____ Clean the edges of sinks to countertops, get in between the grooves, clean counter tops.

Bathroom and Showers

- _____ Scrub tiles, shower doors inside and out
- _____ Again, do not wax the vinyl floor just mop, get to the wall/floor well and baseboards
- _____ Clean toilet paper holder, do not leave a roll, we will throw it away.
- _____ Clean the toilet seats top and bottom, the base to the floor
- _____ Clean mirrors

Miscellaneous

- _____ Ceiling fan blades top and bottom and light fixture
- _____ Tops of baseboard heaters
- _____ Thermostats in each room wipe down, if it's cold outside do not turn off
- _____ Fireplace, remove all debris and wipe out soot. A vacuum with attachments work well on removing the ashes but not pieces of wood
- _____ Air Conditioner unit – front and vents need wiped down the best you can. Some of the dark brown units won't be perfect.
- _____ Fill any holes from pictures, if you need touch up paint, bring in a small container and we will accommodate. If you need to repaint a wall we use Desert Fawn, eggshell sheen from Kwal on the 2nd and 3rd floor apartments. Baseboards and garden level apartments use Aspen White also eggshell sheen from Kwal.