**SIGNED FORM REQUIRED FOR KEY DISTRIBUTION**

Housekeeping Guidelines

**If you check in to one of our AHEC apartments and find the condition of**

**the apartment unsatisfactory, please contact AHEC *immediately* so that**

**we may come out and inspect the problem area. You may call the main AHEC number (252.972.6958) “24/7”. If it is after business hours, the answering service will get in touch with the appropriate person and your call will be returned.**

When you vacate the apartment you have been residing in, **even if you are NOT the last student to move out,** you are expected to clean as though you ARE the last student to leave. If you are not the last student vacating the apartment, communicate with any remaining roommates so they will be aware of what you have done to clean the apartment. The apartment will be inspected within 24 hours of your check-out in order to determine the disposition of your security deposit check. AHEC personnel will take digital photographs of anything unsatisfactory during an apartment inspection after a student has vacated the apartment.

If there is more than one student vacating the apartment on the same day which will render the apartment “unoccupied” and anything is found to be unsatisfactory at the time of the inspection, the security deposit from EACH student residing in the apartment on the last day it was occupied will be retained by Area L to help defray some of the cost incurred by Area L to have the apartment cleaned.

In order that apartments are satisfactorily cleaned, Area L AHEC provides each apartment with cleaning supplies, vacuum, brooms and dustpans, mops and buckets, light bulbs and shower curtains. We periodically conduct an inventory to be certain there are adequate cleaning supplies in each apartment. Please let Michaela Karriker know if supplies are running low so she can either drop some off at the apartment or give them to the next students checking in to that particular apartment.

Below are some guidelines of what should be cleaned before you leave and areas we will be looking at when we inspect the apartments.

Kitchen:

* Remove all of your food from the fridge and wipe out interior of fridge
* Wipe down all kitchen countertops and cooktop with disinfectant spray or liquid
* Clean interior of microwave with disinfectant spray or liquid
* Run the dishwasher if dishes in it are dirty; unload if they are clean
* Kitchen countertops should be clear of dishes, mugs, glasses, plastic containers, etc. Any clean dishes drying in the drainer should be towel-dried and put away.
* Dirty dishtowels, potholders, etc. should be washed/dried and not left on top of washer
* Sweep and mop kitchen floor (Mr. Clean, Pine-Sol, Lysol, etc.)
* Empty trash and put new liner in can

Bathrooms:

* Use liquid toilet bowl cleaner and toilet brush to clean interior of toilet bowl. Be aware that liquid toilet bowl cleaner directions require that it “sit” for a period of time before you brush the toilet bowl. If there are stains that will not come clean, please advise us of this.
* Use disinfectant spray or liquid to clean exterior of toilet from top to bottom.
* Use disinfectant spray or other solution to clean tub, shower and vanity
* Use window cleaner to clean bathroom mirrors
* Sweep and mop bathroom floors with disinfectant solution (Mr. Clean, Pine-Sol, Lysol, etc.)
* Empty bathroom trashcans

General:

* Make up the bed and put pillows back in pillow shams
* Dust furniture
* Straighten up sofa cushions and pillows on sofa
* Close all closet doors
* Empty trash containers in bedrooms and living area
* Vacuum entire apartment
* Leave thermostat set on 60° for heat or 76° for air conditioner
* Be sure porch light is turned off if you are last student to vacate apartment

Unacceptable inspection examples:

* On the whole, the apartment appears to have been cleaned, but when the toilet seat was lifted, the underside of the seat and the porcelain rim around toilet bowl were dirty. In this case, the security deposit will be retained by Area L.
* On the whole, the apartment appears to have been cleaned, but the kitchen countertops had stains, water marks, crumbs, etc. In this case, the security deposit will be retained by Area L.
* On the whole, the apartment appears to have been cleaned, but there were toothpaste remnants in the bathroom sink and on the faucet. In this case, the security deposit will be retained by Area L.

We appreciate your adherence to these guidelines. It is Area L’s belief that if you checked into a hotel room and the bathroom was not clean or the beds were not clean, you would not want to stay in that room. This is how it is with Area L AHEC’s student apartments – nobody likes to arrive and find that the last student(s) left the apartment in an unsatisfactory condition.

I understand that my security deposit will not be refunded if any of the above housekeeping guidelines are found to be unsatisfactory when the apartment is inspected by AHEC personnel at the end of my clinical rotation.

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Name of Student Date