Housekeeping Guidelines

**Upon your arrival or anytime during your stay, if the condition of an AHEC apartment is unsatisfactory, please contact AHEC immediately so that we may come out and inspect the problem area. You may call (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.**

**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.

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. Photos will be taken of anything unsatisfactory during an inspection after a student has vacated.

Below are some guidelines of what should be cleaned before you leave. We do provide cleaning supplies for you to use while in the apartments. If the supplies are running low, contact an Area L staff member.

Kitchen:

* Remove all 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
* Empty trash and put new liner in can

Bathrooms:

* Use liquid toilet bowl cleaner and toilet brush to clean interior of toilet bowl
* Use disinfectant spray or liquid to clean exterior of toilet if needed
* Use disinfectant spray or other solution to clean tub, shower and vanity
* Use window cleaner to clean bathroom mirrors
* Sweep and mop bathroom floors
* Empty bathroom trashcans

General:

* Make up the bed and put pillows back in pillow shams
* 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

*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