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 your unit. You can call or text 252-563-2899 or email** [**studenthousing@arealahec.org**](mailto:studenthousing@arealahec.org)**.**

\*You are expected to keep the apartment clean during the entirety of your stay. We do provide monthly cleanings to your unit, and you are expected to have all personal items off countertops, walkways, tables, etc. You are also expected to have dishes out of the sink and off countertops. If the apartment is in an unserviceable condition for cleaning during your stay you will be billed for the cancellation fee provided by the cleaning company up to $75.00.

You are also expected to clean your unit before you vacate. **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 the apartment is left in an unsatisfactory condition, you will be billed up to $75.00 to help cover cleaning company costs. 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 the number or email above.

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.
* Dirty dishtowels, potholders, etc. should be washed/dried and put away
* 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
* 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 it is my responsibility to clean the apartment adequately and that I will be billed for cleaning services if cleaning services were cancelled due to unserviceable conditions or due to cleaning being needed after I vacate (up to $75.00).*

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Name of Student Date