

# Southern Scholarship Foundation: Cleaning Check List for Closing

House: \_\_\_\_\_ Semester/Year: \_\_\_\_\_

## Public Areas (living room, study room, guest bathroom, etc):

- \_\_\_\_\_Sweep, mop, and/or vacuum all floors. Move furniture to do so.
- \_\_\_\_\_Clean windows, blinds, screens, and window sills. \_\_\_\_\_Clean all baseboards.
- \_\_\_\_\_Remove all personal items as well as clutter (newspapers, recycling, etc.). \_\_\_\_\_Close blinds/curtains.
- \_\_\_\_\_Dust and/or polish furniture, dust pictures and light fixtures/fans.
- \_\_\_\_\_Secure all windows and doors. (Windows and glass doors need bars.)
- \_\_\_\_\_Clean & wipe down all a/c vents.
- \_\_\_\_\_Unplug everything.

## Kitchen:

- \_\_\_\_\_Sweep and mop floors. \_\_\_\_\_Clean all baseboards.
- \_\_\_\_\_Wipe down all walls. \_\_\_\_\_Take out all trash.
- \_\_\_\_\_Dispose of all remaining food. \_\_\_\_\_Clean all cabinets.
- \_\_\_\_\_Unplug all appliances except stove. \_\_\_\_\_Clean & wipe down all a/c vents.
- \_\_\_\_\_Thoroughly clean counters, tables, appliances, etc. (Inside and out.)
- \_\_\_\_\_Clean pantry shelves. No food is to remain, not even canned.

**TIP:** Have summer residents move with them to their summer house!

- \_\_\_\_\_Empty, unplug, and defrost refrigerators and freezers, including disposal of ice.

## Bedrooms:

- \_\_\_\_\_Vacuum floors. Move furniture to do so.
- \_\_\_\_\_Take out all trash.
- \_\_\_\_\_Dust and/or polish furniture, dust fans
- \_\_\_\_\_Unplug everything.
- \_\_\_\_\_Close blinds and/or curtains.
- \_\_\_\_\_Turn off lights/fan.
- \_\_\_\_\_Clean & wipe down all a/c vents.
- \_\_\_\_\_Clean all baseboards.

## Bathrooms:

- \_\_\_\_\_Clean tubs, showers, sinks, and toilets.
- \_\_\_\_\_Clean walls, counters, and cabinets.
- \_\_\_\_\_Sweep and mop floors.
- \_\_\_\_\_Flush toilets.
- \_\_\_\_\_Clean & wipe down all a/c vents.
- \_\_\_\_\_Clean all baseboards.

## Laundry Area:

- \_\_\_\_\_Unplug everything.
- \_\_\_\_\_Sweep and mop floors
- \_\_\_\_\_Clean walls, counters, and cabinets.
- \_\_\_\_\_Clean out dryer lint filter.
- \_\_\_\_\_Take out all trash.
- \_\_\_\_\_Clean behind washer and dryer
- \_\_\_\_\_Wipe down washer and dryer

## Final Check:

- \_\_\_\_\_Leave all House Financial Records secured in HM closet.
- \_\_\_\_\_Report problems (leaks, locks, etc.) to Maintenance.
- \_\_\_\_\_Turn off all lights, close all blinds/curtains.
- \_\_\_\_\_Lock and secure all doors and windows.
- \_\_\_\_\_Turn thermostat to 85.

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HM Signature

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Date

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SSF Staff Signature

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Date