

Neumont University Health & Safety Inspections Checklist

Please use the following list as a guide to prevent any unnecessary deductions from your security deposit or to incur charges on your student account. You will be given a minimum 24-hour notice before all formal inspections. All check-outs should be scheduled with a Residence Life staff member 48 hours or more in advance.

**Please remember that the inspection for check-outs cannot be completed until all of your belongings are removed and you are ready to return the apartment keys.*

Kitchen

- Clean oven, oven walls and grills, oven racks, broiler pan, storage space, sides, stove burners, drip pans, rings and control knobs
- Clean filter and hood over stove
- Clean kitchen cabinets and drawers thoroughly
- Clean refrigerator, including under crisper
- Clean counter tops, faucets and sink (cleaning solution residue from under the sink)
- Clean dishwasher, including door and seal area
- Mop kitchen floor and clean baseboards
- Clean lighting fixtures
- Clean washer and dryer (inside and outside)
- Wipe down walls and doors

** All items must be removed when checking-out including food

Bathrooms

- Clean light fixtures, mirror and inside of sink cabinet
- Clean floors, toilet (including the base and wall), sink, and counter tops
- Clean tub and shower walls with a mildew cleanser
- Clean handles, racks, spouts and title should be free of accumulated soap, dirt or stains
- Wipe down walls (baseboards), door and fan

Living Room and Bedrooms

- Clean windows, tracts, and sills
- Clean air conditioning and heater units
- Clean floors and vacuum
- Clean closets, wipe off shelves and door
- Clean light fixtures and light switch covers
- Clean blinds
- Clean smoke detector
- Clean couches and chairs (including vacuuming under cushions)
- Wipe down walls, doors and baseboards
- Wipe off /dust wooden furniture
- Clean insides and outsides of night stands and dressers
- Proper bedding is required, including the use of sheets on mattresses

Miscellaneous

- Remove all nails, push pins, tacks and decals from the walls and cabinets (when moving out)
- Sweep and remove all trash from patio or balconies and storage, remove all trash from apartment
- Clean all interior windows
- Wash all light fixture globes
- Sweep and mop entry way tile
- Vacuum entire carpet/sweep floor