

Kitchen

- Cupboards & Drawers - Clean inside and out including tracks; remove contact paper if ripped or stained; use a degreasing product or non-abrasive cleaner on drawer/cabinet fronts.
- Stove Backsplash - Scrub with non-abrasive cleaner.
- Sink/Faucet - Use non-abrasive cleaner.
- Rangehood and Fan - Remove dirt and grease with non-abrasive cleaner, including the area under the hood and around the fan cover.

Stove

- Be *CERTAIN* the stove is off and cool before you begin to clean.
- Pull the range out from the wall. Clean sides and back of range and the floor and wall behind; clean oven according to directions on the oven cleaner container.

- Burners tip up and pull out (DO NOT IMMERSE THE BURNER IN WATER), and the top of the stove tilts up to clean under the burners. Drip pans are replaced and do not need to be cleaned.



Refrigerator

Clean top and all sides with non-abrasive general purpose cleaner and clean the wall and floor behind. Clean all refrigerator racks, shelves, inside and under the vegetable bins. Wash and dry the inside and outside of the refrigerator, making sure to remove any marks or stickers. Turn the controls back to medium setting when complete.

Miscellaneous

- Fire Extinguisher - Clean off all grease.
- Recycling Bin - Clean inside and out.

Hazardous Waste

Please share any unneeded cleaning supplies with neighbors and dispose of all hazardous waste products properly. These include car care products, small batteries, degreasers, aerosol cans, and nail polish. For more information, contact Kalamazoo County's Household hazardous Waste Facility at (269) 373-5211 or Western's Division of Environmental Safety and Emergency Management at 387-5590.

Utilities

Utilities must be placed in one resident's name at all times. If you are vacating your apartment and your roommate(s) is not, it is your responsibility to discuss moving the bill to a current resident's name. If the bill is not switched over, and WMU is billed for the cost of your utilities, the bill will be split between you and your roommates and charged to each of your WMU student accounts.

Don't Forget:

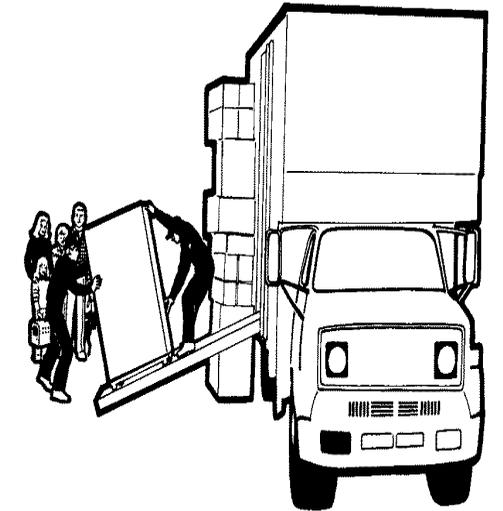
- Schedule a check-out time with your resident manager
- Clean your apartment
- Switch utilities
- Complete mail forwarding
- Turn in your parking sticker
- Lock your bedroom/bathroom door and turn in keys to your resident manager

Popular Cleaning & Damage Charges

	<u>Clean</u>	<u>Replace</u>
Backsplash by Stove	\$15	\$50
Baseboards	\$50	
Bed Mattress		\$292.62
Bed-Stabilizer rail		\$246.67
Bed-Guard Rail		\$83.93
Carpet patch		\$70 sq yd
Chair-desk (TANGO)		\$124
Chair-living room		418
Closet Doors		\$105
Countertop		\$460
Cupboards/Drawers	\$15 ea	
SOLO Desk		\$187
SOLO 3-drawer chest	\$5	\$278
End Table (livingroom)	\$2	\$139
Faucets - sink/tub	\$40 ea	
Fire Extinguisher		\$22
Floors-carpet (per room)	\$25	\$1,000
Floors-laminate		
Headboard	\$2	\$49
Kitchen Chair	\$2 ea	\$49
Kitchen Fan		\$30
Kitchen Table	\$2	\$137.80
Livingroom Chair	\$25	\$145
Medicine Cabinet	\$5	\$50
Paint Entire Apt		\$500
Paint Wall		\$50
Rangehood	\$28	\$45
Recycling Bin		\$15
Refrigerator		\$409
Sinks	\$10	\$50
Sofa-living room		518
Smoke Alarm		\$50
Stove		\$349
Toilet	\$10	\$100
Towel Bar		\$15
Tub	\$28	\$435
Window Blinds	\$20 ea	\$95
Windows		\$45
Abandoned Property/Trash removal	\$10 per ½ hr	
(minimum charge)		

Western View Vacating Procedures

Good Luck...
&
Best Wishes!



Residence Life

Faunce Student Services Building
Room 3510
Kalamazoo, MI 49008-5312

(269) 387-2175

You are a valued member of the Western View community and now you are getting ready to move. We hope you have enjoyed your on-campus housing experience with us.

This pamphlet is intended to assist you with your move, and assist Residence Life with preparing your apartment for the next student resident.

Conducting a pre-vacate inspection with your Resident Manager, thoroughly cleaning your apartment, and returning your apartment keys on the listed vacate date are your critical responsibilities for properly vacating your apartment.

Rent & Late Charges

Rent is charged through the last day of your contract. If your contract ends before the end of the month, you will receive a bill for the *total actual days up to the last day of your contract*. There is no rent refund if you move out before the last day of your contract, but **if you move out after that date, you will be charged a \$50-per-day late fee, from twelve o'clock noon** on the day you are scheduled to vacate. You are not considered vacated (moved out of your apartment) until you have turned in all of your keys.

Pre-Vacate Inspection

A pre-vacate inspection is required of every campus apartment resident. Please call your Resident Manager (see list) to schedule your pre-vacate inspection. During this inspection, your Resident Manager will assist you with helpful guidelines as to what and how well you are expected to clean.

Resident Manager Apartments

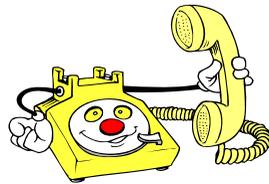
- ♦ Western View 1100 building, APT# 1030
Telephone: 387-1501, ca-wv-1100@wmich.edu
- ♦ Western View 1200 building, APT# 1070
Telephone: 387-1502, ca-wv-1200@wmich.edu
- ♦ Western View 2400 building, APT# 1050
Telephone: 387-1503, ca-wv-2400@wmich.edu

Final Inspection

Your Resident Manager will conduct your final inspection **after** your belongings are **COMPLETELY REMOVED** from your apartment and you are ready to turn in your keys. You are expected to be present for the final inspection. You will need to schedule an appointment at least one week in advance of moving out with your Resident Manager. During the final inspection, your Resident Manager will fill out a move-out inspection form which is compared to the move-in inspection that was filled out when you moved into your apartment. The comparison of these two forms is then used to assess cleaning and/or repair charges. Damages in community areas will be even split among all occupants vacating or remaining in the apartment.

Cancel Telephone Service

If applicable, you will need to **cancel your phone service** with the Telecommunications Department, otherwise you will continue to be charged for service. If you purchased a phone, do this to remove it. If you purchased a VOIP, do not forget



Parking Sticker

Please remove your parking sticker and turn it in to your Resident Manager during your scheduled check-out. If you are unable to check out with your RM place the sticker in an envelope with your name and apartment number on it and place in the drop box in front of the Faunce Student Services Building.

Keys

Keys should be returned directly to the Resident Manager following the final inspection, or to the Residence Life office. **If all keys issued for your apartment are not turned in by your vacate date**, the apartment and mailbox locks will be changed, resulting in a charge to your student account of a minimum \$84.00 depending on the size of your apartment.



Change of Address

Before leaving the University, you will need to fill out a "change of address" card with the US Post Office in order for your mail to be forwarded. These cards are available at the Bernhard Center Post Office.

You will also need to change your address with the University; this can be done on-line through your gowmu student portal.

Abandoned Property

Anything left in your apartment after you move out will be considered abandoned and will either be disposed of or sold at auction. There is a minimum charge of \$10 per half hour for removal of trash and/or abandoned property.

— CLEANING GUIDE —

Cleaning surfaces in your apartment...

Granite Countertops and window sills – Simply use dish soap and a towel to clean these surfaces.

Hard Floors – Your floors are vinyl laminate that should be cleaned with any ph-neutral floor cleaner that you can buy at any supermarket.

Linoleum Bathroom floor-Clean with mop and any commercial bathroom floor cleaner that is safe for linoleum.

Laminate Kitchen Countertops – For day-to-day cleaning, clean your countertops with dish detergent, and a soft rag or non-abrasive sponge. Remove stains by creating a paste directly on the spot with 2 parts baking soda/1 part water. Work the stain using your finger or a soft sponge. Let set for 5-10 minutes. Rinse and wipe clean with warm water. **Avoid any hard chemical or acid cleaners. These will bleach out laminate surfaces. Do not use abrasive pads or sponges.**

Bedroom carpet – Vacuum regularly. For very soiled carpets, use carpet cleaning agent and carpet extraction machine. These can be rented at most supermarkets.

Tub and Shower – Clean with non-abrasive commercial tub and shower cleaner and a sponge or soft rag.

Bathroom

■ Toilet - Clean bowl with toilet bowl cleaner; wash all outside surfaces of toilet.

■ Medicine Cabinet - Wash all shelves and surfaces, including mirror.

Continued next panel...