

Appalachian South Apartments  
206 PSI Drive  
Boone NC 28607

In This packet we have included helpful hints for cleaning. At move-in everyone had the opportunity to return to us a list of problems and pre-existing damages. This list was filed with your lease and a copy provided for you to keep. Please compare as we will this list to the current condition of your apartment.

Most importantly make sure to disconnect your utility accounts, and do a forward for your mail with the postal service. Helpful cleaning tips follow.

**KITCHEN**

Refrigerator:

1. If not frost free – remove the ice build up in the freezer. To do this the refrigerator must be turned off and monitored as the ice melts to avoid water overflow. Placing a bowl of hot water in the freezer will help the ice melt quicker. **Do Not** chip away the ice with anything sharp this might cause damage that you would be held responsible for.
2. If frost free – Wipe out fridge with warm soapy water
3. Once you have cleaned the fridge turn it off and prop the door open.

Cabinets:

1. Clean out all items and wipe cabinets inside and out.
2. Make sure you clean out under your sinks.
3. Empty out and clean all drawers.

Stove:

1. Oven cleaner is available from just about everywhere and certainly at Wal-mart.
2. By some oven cleaner read and follow the instructions on the can.
3. Clean and wipe down the entire outside of the stove and oven with degreaser.

Floors:

1. Sweep or vacuum then mop the kitchen floor
2. Vacuum the carpeted floors.
3. Clean all baseboards.

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Windows:

1. Clean the inside and outside of all windows including window sills

Living Room:

1. Wipe off all baseboards and heaters, and window sills.
2. Replace all burned out light bulbs.
3. Vacuum all carpeted floors.

Bedroom:

1. Wipe off all baseboards and heaters and window sills as you did everywhere else.
2. Vacuum.

Bath:

**THIS IS ONE OF THE HARDEST AREAS TO CLEAN.**

1. Clean tub, if tubs have not been cleaned on a weekly basis they can build up a soap scum, that is not easily removed with ordinary cleaners. "Comet" works good and so does "Greased Lightning". Please clean all shower doors and tracks. If you have a curtain please remove it and the leave the rod.
2. Cleaning the toilet can also be challenging. Clean the inside of the bowl and make sure to wipe down the outside all around and don't forget the tank lid and the base.
3. Wipe out the inside of the medicine cabinet. Clean the mirrors too.
4. Mop the bathroom floor.
5. Wipe out the sink area and all the counter tops. If there is a closet in the bath or just outside or a cabinet under the sink, do not forget to empty out and wipe out these areas.
6. Replace all burned out bulbs.

Decks and Porches:

1. Remove all personal belongings and garbage from your porch or deck. If have personal belongings outside your unit please remove them too. If anything is left behind by you we will have to charge you for the removal.
2. Sweep all deck and porch areas.

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Carpets:

1. All carpets will be professionally steamed after your departure. The cost billed for the cleaning will be deducted from the deposit.

**REMOVE ALL GARBAGE AND FURNITURE, YOU UNIT SHOULD BE TOTALLY UNFURNISHED, LEAVING ONLY THE MAJOR APPLIANCES. IF YOU HAVE FURNITURE YOU DO NOT NEED PLEASE CALL ONE OF THE FOLLOWING ORGANIZATIONS FOR A DONATION. PLEASE MAKE SURE THEY GET IT BEFORE YOU CHECK OUT.**

**HEBRON COLONY MINISTRIES ..... 268-1468**  
**RAM'S RACK ..... 262-5029**  
**SALVATION ARM ..... 264-0072**

**QUESTIONS?? CALL APPALACHIAN SOUTH ..... 264-6621**

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**CHARGES:**

**THIS WILL GIVE YOU AN IDEA OF HOW MUCH DAMAGES COULD COST.**

<b>LOCKS .....</b>	<b>25.00 TO 50.00</b>
<b>SCREEN FOR DOOR.....</b>	<b>35.00</b>
<b>SCREEN FOR WINDOW.....</b>	<b>25.00</b>
<b>BURNS .....</b>	<b>75.00</b>
<b>LIGHT FIXTURES.....</b>	<b>50.00</b>
<b>SMOKE ALARM.....</b>	<b>25.00</b>
<b>GLASS DOOR .....</b>	<b>275.00</b>
<b>STEEL DOOR .....</b>	<b>300.00</b>
<b>WOOD DOOR .....</b>	<b>150.00</b>
<b>STORM DOOR.....</b>	<b>250.00</b>
<b>WINDOW.....</b>	<b>250.00</b>
<b>WINDOW GLASS.....</b>	<b>25.00 PANE/GLASS</b>
<b>BI-FOLD CLOSET DOOR.....</b>	<b>150.00 PER SET</b>
<b>WALL HOLES.....</b>	<b>75.00 PER HOLE</b>
<b>DRAWERS.....</b>	<b>25.00</b>
<b>LIGHT BULBS.....</b>	<b>1.00 EACH</b>