

## FREDERIKSEN MAY 2015 CHECK OUT & MOVING INFORMATION

### CHECK OUT HOURS AND DEADLINE



- Non-graduating residents without a summer 2015 contract must check out before **12:00 noon, Saturday, May 9.**
- Graduating residents must check out before **6:00 pm, Saturday, May 9.**
- Residents not properly checked out on time will be assessed a \$50 Improper Check Out charge.
  
- Check Out Times

Monday, May 4 – Wednesday, May 6	9:00 am – 5:00 pm
Thursday, May 7 – Friday, May 8	9:00 am – 8:00 pm
Saturday, May 9 ( <u>non-graduating residents</u> )	9:00 am – 12:00 noon
Saturday, May 9 ( <u>graduating residents</u> )	9:00 am – 6:00 pm

  
- If these times do not work for your schedule, stop by the Freddy Office to get an After Hours Check Out packet.
- The Freddy Office is in the Community Center and open Monday - Friday, 8:00 am – 5:00 pm.
- Stop by the office, call 515-294-2107 or email [frederikscourt@iastate.edu](mailto:frederikscourt@iastate.edu) with questions.
- Do not leave the keys in your apartment and leave Freddy without checking out; doing so is a \$50 charge.

### ARE YOU A "DOMINO"?

- A "domino" is a resident moving from one Freddy apartment to another. Dominoes cannot move until your new apartment has been vacated, inspected and cleaned.
- Dominos will move as follows:
  - Residents currently living in the 40s must move on Sunday, May 10.
  - Residents currently living in the 10s, 20s and 30s will move on Monday, May 11.
  - Residents currently living in the 50s, 60s, 70s and 80s will move on Tuesday, May 12.
- Domino moves will begin at 10:00 am on the day your building is scheduled.
- Please keep the above dates in mind when making plans in early May. If the dates do not work for you, be prepared to check out of your current apartment by May 9 and check into your summer assignment when you return.
- **Dominoes must not leave campus without completing their move. If you have questions regarding the outlined Domino move schedule, please visit with the Frederiksen Court Office for assistance.**

### EXPRESS CHECK OUT

- When packed, cleaned and ready to leave, come to the Community Center. Bring your ID/access card (we need the number) and your two keys. Complete the checkout paperwork and turn in your keys.
- After you've gone, staff will inspect your bedroom/bathroom or full apartment, whichever is appropriate.
- You will be charged if cleaning was not properly done, items left or damages found. Residents' condition forms are referenced. Photos are taken to support charges put on your U-bill.
- When you check out and turn in your keys, you are no longer a resident of that apartment. You need to leave. You should not return to clean or stay there. Doing so is an Improper Check Out and includes a \$50 charge.
- **Change your mailing address!** Visit <http://www.usps.com> to do an electronic change of address.

### YOU ARE RESPONSIBLE FOR CLEANING ... Not cleaning well can be very expensive.

- Attached is a Cleaning Check List for each room of the apartment.
- Attached are the charges you will be assessed if you choose to not clean, leave items or trash. We want you to know these charges upfront. **It will be very expensive if you leave without cleaning well.**
- Remove all personal "stuff" from the apartment, not leaving anything behind. "Items left" can cost a minimum of \$50.00.
- Put trash inside the roll offs or dumpsters...not in the round cement receptacles. Do not leave trash or other items in the hallway. Charges will be assessed for improper trash.
- Charges for not cleaning will be assessed after May Move Out and Summer School Move In. These will be placed on your University bill **by early June**. This appearance on your University bill is your notification of these charges. Appeals must be submitted within 30 days of the notification of the charge (Policy Handbook I.B). Direct questions about charges to the Freddy Office at [frederikscourt@iastate.edu](mailto:frederikscourt@iastate.edu).

### **TALK WITH YOUR ROOMMATES ... CREATE A CLEANING PLAN**

- If everyone is checking out of the apartment, you share equally in the responsibility for the common areas (bathroom, kitchen, living room, hallways and laundry area).
- Talk and decide “who will clean what.” Each of you is responsible for your own bedroom (or half of a shared bedroom). If you are checking out and leaving at different times, work out a plan that is best for your apartment situation.
- **DOMINOES**...work with your roommates so everyone cleans the apartment before they check out. Then, it's up to you to keep things in great shape for when you check out after they do.
- If you have roommates remaining in the same apartment for summer, you need to clean your bedroom (or half of your shared bedroom) **and** the entire bathroom. Remove all of your possessions from the apartment. Do not store items there or assume that your roommates want these.
- Lack of roommate communication is not an excuse. **Regardless of when each resident is leaving, you share equally in the responsibility for cleaning and for the condition of the apartment when the last person leaves.**

### **STAYING FOR THE SUMMER? ... Have the apartment in good shape to welcome new roommates!**

- Residents that are staying for summer should have the apartment cleaned and in good shape, ready to welcome new roommates. If cleaning is needed by our custodial staff, the continuing residents could be charged.

### **SHOWER CURTAINS, LIGHTBULBS AND CLEANING SUPPLIES**

- Replacement shower curtains (correct size) are available in the Freddy Office for only \$5.00. If you used your own shower curtain, make sure a clean or new Freddy curtain is back in place.
- Bring burnt out light bulbs to the office for replacements.
- Hawthorn Market & Café sells cleaning supplies such as oven cleaner, toilet bowl cleaner, Windex and dusting spray.

**SAVE - Simple Act Vital Effect ...Don't leave items in the apartment or throw stuff away. Donate it! Save the landfills & help others!** Bring unopened, nonperishable food, gently used clothing (no undies) and apartment items to the Freddy Office during Move Out. Find out more about **SAVE** from posted signs and emails sent. All food goes to local food pantries; donated items go to Goodwill and other local charities.

### **BOOK BUY BACK**

Bring your books to the Community Center for **Book Buy Back** May 5-7 (Tuesday-Thursday) from 12-7:00 pm each of these days. Book Buy Back will be located in front of the Freddy Office.

### **HAWTHORN HOURS MOVE OUT WEEKEND**

Hawthorn will be open 8am-6pm, May 9; they will be closed May 10. Meal bundles will end on Friday, May 8; Dining Dollar\$ expire on Saturday.

### **DON'T FORGET YOUR BIKE!**

Take your bike when you leave. If you are a domino, move your bike to your new cluster. Bikes that appear to be abandoned will be cut and discarded this summer as per Frederiksen Court procedures.

### **ITEMS LEFT IN APARTMENTS**

Items left in apartments will be removed. Items are kept for 30 days after which it will be sent to ISU's Asset Recovery for sale/disposal. You will be charged for the removal, storage and disposal of these items at a minimum charge of \$50.

### **QUESTIONS?**

Please let us know as soon as possible so we can help. Waiting until move out weekend may be too late. Contact us at 515-294-2107 or [frederiksen@iastate.edu](mailto:frederiksen@iastate.edu).

# WHAT TO CLEAN & HOW TO CHECK OUT

## Frederiksen Court Apartments at Iowa State University

Updated April 2015

### Cleaning and Other Things to Do

1. If you are checking out, but have roommate(s) remaining as residents in the apartment, you are responsible for:
  - Cleaning your bedroom (or ½ bedroom in a 2 bedroom shared);
  - Cleaning the entire bathroom; and
  - Removing all your possessions. Do not assume your roommates or new residents want these. The minimum charge for leaving items or trash is \$50.
2. Read the attached **Cleaning Check List**. Our staff will inspect these items/areas after you have checked out and you will be charged for things not properly cleaned. We need for you to clean and clean well. Digital photos are taken to support all charges.
3. Note the attached **Cleaning & Other Charges** for not cleaning or for stains and other damages found.
4. Report things that need fixed, repaired or replaced to <http://www.resservice.iastate.edu> prior to check out. You will not be charged for repairs due to normal wear and tear. You will be charged for damages. Your condition form will be referenced.
5. Return all furniture to its original room. Reattach bedrails and ladders, making sure to use all parts.
6. Replace all burnt out light bulbs. Bring old bulbs to the Freddy office to get replacements.
7. Put trash inside the dumpsters or roll offs provided. There is a \$50 charge for improper trash disposal.
8. **Do not** fill nail holes, spackle or paint walls. We need our staff to do this work so the correct products and colors are used. Charges are assessed if repairs done by residents are found.

### Charges for Not Cleaning

Charges for not cleaning will be assessed and placed on your University bill soon after check out. This appearance on your University bill is your notification of these charges. Appeals must be submitted within 30 days of the notification of the charge (Policy Handbook I.B). Direct questions about charges and appeals to the Freddy Office at [frederiksen court@iastate.edu](mailto:frederiksen court@iastate.edu).

### How to Check Out

1. When the cleaning is done and all of your personal items have been removed, you are ready to check out in the Frederiksen Office at the Community Center. **Do not leave Freddy or campus without returning your keys to the office.**
2. If you have a private bedroom, close and lock your door. If you have a shared bedroom, you should do this if you are the last resident out of that bedroom.
3. Come to the Frederiksen Office/Community Center to complete the required check out paperwork and turn in your two keys (apartment door and bedroom door). You will keep your ISU card. Failure to complete this paperwork or to turn in your keys will result in a \$50 Improper Check Out charge.
4. A lock change is required for apartment door keys not turned in; there is a replacement charge for all bedroom keys not turned in as required.
5. If you receive an After Hours Check Out packet, follow the instructions on the envelope. If you have questions as you are completing this, call the CA on Call at 515-290-1652.

If you have questions about cleaning or checking out, contact the Frederiksen Court Office at 515-294-2107, the CA on Call at 515-290-1652 or [frederiksen court@iastate.edu](mailto:frederiksen court@iastate.edu). **Thank you for living at Freddy!**

# FREDERIKSEN COURT APARTMENT CLEANING CHECK LIST

## Living room

- Dust all surfaces (lampshades, tables, mini blinds, window sills and panes, etc.).
- Wipe off leather couch and chair, including between the cushions, with a warm and slightly damp cloth.
- Clean marks off walls. We recommend "Goo Gone." **Do not fill nail holes, spackle or paint the wall.**
- Vacuum carpet or flooring including under couch, chair and other furniture. Swiffer products work great on Centiva floors. Do not use any wax products.
- Clean all vents.

## Kitchen

- Clean outside and inside of drawers and cupboards.
- Clean all counter surfaces (including the island).
- Clean sink and faucet.
- Clean the inside and outside of the microwave.
- Remove all items from the refrigerator.
- Wash all surfaces and areas inside and outside of the refrigerator and freezer.
- Sweep or mop behind refrigerator, carefully pulling it in and out from the wall.
- Clean the inside and outside of the dishwasher.
- Clean the inside and outside of the oven including the drawer underneath the oven.
- Wipe off the stovetop and clean drip pans beneath burners.  
You can purchase new drip pans. The only acceptable replacements are Range Kleen Reflector Bowls. Make sure to use the models that say "Fits GE/ Kenmore/ Moffat/ Hotpoint ranges (produced since 1990) with PLUG-IN heating elements."
- Wipe down the fan hood.
- Clean marks off walls.
- Sweep and wash/mop the floor. Do not use wax products.
- Take out all trash from the kitchen and other areas of the apartment.

## Hallways/Laundry Area

- Dust all light fixtures.
- Clean marks off walls.
- Vacuum carpet or Swiffer flooring. Do not use wax products.
- Clean closet.
- Clean inside and outside of the washer and dryer, including the lint trap in the dryer.
- Clean the grate (outside of the large air vent).

## Bathroom

- Clean sinks, faucets, mirror and countertop...the entire vanity area.
- Clean and wipe out all drawers and cabinets.
- Thoroughly clean shower area.
- Clean shower curtain with shower cleaner/soap scum remover or carefully launder it. You can also purchase and hang a replacement from the Frederiksen Court Office. The correct size and color is available for \$5.00; this charge will be placed on your U bill.
- Clean vents & light fixtures in shower room and toilet room with a vacuum or a dry dusting cloth.
- Clean and disinfect toilet, inside and out.
- Clean shelf in toilet room and towel bars in shower room.
- Clean dirt and marks off walls.
- Sweep and wash/mop the floor in the entire bathroom area.
- Take out all trash from the bathroom and other areas of the apartment.

## Bedrooms

- Dust off all surfaces (desk, file caddy, shelves, top of wardrobe, dresser, etc.).
- Wipe out all drawers and inside surfaces (dresser, bed, desk, file caddy and wardrobe).
- Dust mini blinds, window sills and panes. Clean any mold or moisture off the window.
- Clean marks off walls. We recommend "Goo Gone." **Do not fill nail holes, spackle or paint the wall.**
- Vacuum carpet/Swiffer flooring including behind the bed. Leave bed pulled out so this can be inspected.

# Cleaning & Other Charges at Frederiksen Court Apartments

The Department of Residence Policy Handbook requires you to clean thoroughly when you move out of your apartment. Choosing to not thoroughly clean your apartment, or parts thereof, will result in charges. Digital photos are taken to support charges. **Choosing to not clean can be very expensive.**

Note that you will also be charged the costs of any stains, replacements or damage repairs, including labor and materials. The following charges that could be assessed include, **but are not limited to:**

## Kitchen Cleaning –

• Stove and Oven (including broiler pan and drip pans not cleaned)	\$80
• Refrigerator/Freezer	\$80
• Microwave	\$40
• Dishwasher	\$40
• Sink	\$40
• Cabinets	\$40
• Drawers	\$40
• Countertops	\$40
• Floor	\$40
• Walls	\$40
• Refrigerator bin and shelves replacement	\$65
• Drip Pan Replacement	\$15 per large \$11 per small

Please see the "Frederiksen Court Cleaning Check List" for correct model information

## Bathroom Cleaning –

• Toilet Room (including vent/light)	\$80
• Shower Room (including vent/light)	\$80
• Sinks, Countertop or Mirror (bathroom vanity area)	\$40
• Cabinets (inside and out)	\$40
• Drawers (inside and out)	\$40
• Floor	\$40
• Walls	\$40
• Shower curtain replacement cost (if done by custodial staff)	\$20

## Bedroom Cleaning –

• Furniture Dusting/Cleaning (inside and out)	\$30
• Window and Mini Blind Dusting and Cleaning	\$30
• Vacuuming of Floor (including behind the bed)	\$40
• Walls	\$40
• Total Bedroom Cleaning	\$140

## Living Room –

• Furniture and Lamp Dusting/Cleaning	\$30
• Window and Mini Blind Dusting and Cleaning	\$30
• Floor and Walls	\$40

## Laundry Area, Closet and Hallway Cleaning –

• Washer and Dryer (Repairs determined by CoinMach Laundry Service)	\$20 each
• Closet	\$40
• Floor and Walls	\$40

## General –

• Carpet shampooing and stain removal	\$35/hour minimum
• Trash Removal/Items Left (If staff has to dispose of items you leave in the apartment)	\$50 minimum
• Improper Trash Fee (Trash was put in an inappropriate place)	\$50
• Furniture Moving (Furniture must be in its original room)	\$50 per piece
• Large vents in living room and/or laundry area	\$40
• Mattress Replacement	Current replacement charge per DoR Purchasing
• Furniture, miniblind, carpet, lamps, lampshades or light cover replacement	Current replacement charge per DoR Purchasing
• Smoke removal (minimum of carpet shampoo, walls painted and mattress replacement)	Current replacement charge per DoR Purchasing
• Smoke detector replacement	Current replacement charge per DoR Purchasing
• Paint/hole repair	Current replacement charge per DoR Purchasing