



# Associate Housing Guidebook

(Updated 04/2023)

## Welcome to Associate Housing at Morey's Piers!

Morey's Piers is committed to providing clean, safe, and affordable housing to qualifying seasonal associates. Below you will find important policies governing your stay in company housing, including conduct, cleanliness and safety. Please read this Guidebook carefully and keep it handy for future reference. Morey's Piers can, on its own, change or discontinue any policy with or without notice. No one other than the Chief Operating Officer of Morey's Piers can enter into any agreement with you that is contrary to what is stated in this Guidebook.

# Table of Contents

|   |           |
|---|-----------|
| <b>Department of Residence Life &amp; Contact Information .....</b> | <b>5</b>  |
| Resident Managers .....   | 5         |
| HR .....  | 5         |
| Emergency Phone Numbers.....  | 5         |
| <b>General Information .....</b>                                    | <b>6</b>  |
| Assignments & Use of Premises.....                                  | 6         |
| Check-In.....   | 6         |
| Check-Out.....  | 6         |
| Housing Inspections .....   | 7         |
| Keys & Lock-Outs .....  | 7         |
| Mail & Packages .....   | 7         |
| Pets.....   | 8         |
| Prohibited Items.....   | 8         |
| Room Alterations .....  | 8         |
| Wi-Fi .....   | 8         |
| <b>Rent &amp; Security Deposit .....</b>                            | <b>8</b>  |
| <b>Housing Conduct.....</b>   | <b>9</b>  |
| Alcohol & Drugs.....  | 9         |
| Harassment .....  | 9         |
| Parties .....   | 9         |
| Quiet & Courtesy Hours .....  | 9         |
| Smoking.....  | 9         |
| Visitors .....  | 9         |
| <b>Maintaining Your Apartment.....</b>                              | <b>10</b> |
| Cleaning.....   | 10        |
| Drain Clogs .....   | 11        |
| Mold & Mildew .....   | 11        |
| Toilet Clogs.....   | 11        |
| Trash Removal.....  | 12        |
| <b>Safety .....</b>   | <b>12</b> |
| Personal Safety.....  | 12        |

|                                     |           |
|-------------------------------------|-----------|
| Cooking Safety.....                 | 13        |
| <b>Fire Prevention .....</b>        | <b>13</b> |
| Fire Alarms & Smoke Detectors ..... | 13        |
| Fire Extinguishers .....            | 14        |
| Fire & Safety Inspections .....     | 14        |
| Triggered Fire Alarms.....          | 14        |
| <b>Check-Out Check List.....</b>    | <b>16</b> |

## Department of Residence Life (DRL) & Contact Information

### **Resident Managers (RM)**

The RM is a full-time staff member who lives on or off premises and is responsible for overseeing their respective associate housing. They ensure that all policies and procedures are followed by residents at all times, enforce conduct and cleanliness, provide support and handle most of the housing-related issues. Please seek them out if you have questions or concerns about your resident experience, including repairs.

| Address                 | RM                | Email  | Phone #      |
|-------------------------|-------------------|--|--------------|
| 311 E. Magnolia Ave.    | Sam Shurgott      | <a href="mailto:Sam.Shurgott@moreyspiers.com">Sam.Shurgott@moreyspiers.com</a>           | 609-425-1220 |
| 317 E. Magnolia Ave.    | Mike Weimar       | <a href="mailto:Mike.Weimar@moreyspiers.com">Mike.Weimar@moreyspiers.com</a>             | 609-602-2176 |
| 131-133 E. Roberts Ave. | Chris Patras      | <a href="mailto:Chris.Patras@moreyspiers.com">Chris.Patras@moreyspiers.com</a>           | 609-846-4200 |
| 234 E. Spencer Ave.     | John Famiano      | <a href="mailto:John.Famiano@moreyspiers.com">John.Famiano@moreyspiers.com</a>           | 609-408-1706 |
| 235 E. Bennett Ave.     | Kayla Olsen       | <a href="mailto:Kayla.Olsen@moreyspiers.com">Kayla.Olsen@moreyspiers.com</a>             | 267-314-0724 |
| 134-136 E. Bennett Ave. | Kayla Olsen       | <a href="mailto:Kayla.Olsen@moreyspiers.com">Kayla.Olsen@moreyspiers.com</a>             | 267-314-0724 |
| 134 E. Schellenger Ave. | Bernadette Patton | <a href="mailto:Bernadette.Patton@moreyspiers.com">Bernadette.Patton@moreyspiers.com</a> | 215-881-3841 |
| 137 E. Spicer Ave.      | Mike Monaghan     | <a href="mailto:Mike.Monaghan@moreyspiers.com">Mike.Monaghan@moreyspiers.com</a>         | 609-425-9404 |
| 331-333 W. Glenwood Ave | Mike Gianni       | <a href="mailto:Mike.Gianni@moreyspiers.com">Mike.Gianni@moreyspiers.com</a>             | 609-675-3849 |

If you do not see the address of the property you were assigned to on this list, your RM's contact information should be posted in the kitchen of your apartment. Alternatively, you may email [HR@moreyspiers.com](mailto:HR@moreyspiers.com).

Save your RM's contact information on your phone so you can access it as needed.

### **Human Resources (HR)**

HR oversees and coordinates all room assignments and check-ins, resident contracts, rent deductions, and written communications with residents who have questions or concerns regarding company housing.

Contact info:

Email – [HR@moreyspiers.com](mailto:HR@moreyspiers.com)

Phone: 609-846-1077.

### **Emergency Phone Numbers**

To report a TRUE emergency dial 911.

You should dial 911 to:

- Report emergencies that jeopardize the safety of life or property
- Receive emergency medical attention
- Report crimes in progress or that have just occurred

In all other cases contact your RM or HR. If you have an emergency but are unable to reach your RM or HR, please call Morey's Piers Security at 609-729-3700 x.1500. When you dial the main number and hear a voice recording, say "Speak with a person"; when you hear the next recording, dial extension 1500.

If your issue is not an emergency, please wait until the following day and contact your RM. Understand that all RMs have full-time jobs in other departments at Morey's Piers and cannot be available to you 24/7. Issues such as slow wi-fi or burnt out lights are not considered to be emergencies.

## General Information

### **Assignments & Use of Premises**

Housing is restricted to associates in good standing, who are 18 years of age or older. Individuals who do not work for Morey's Piers are not eligible for associate housing.

Housing is contingent upon employment at Morey's Piers. If a resident quits, abandons their job or is terminated from Morey's Piers employment, they will be required to vacate associate housing within 24 hours and will forfeit their security deposit.

Residents may not allow anyone to live in their apartment or room who has not signed a housing contract for that space and who is not a current employee of Morey's Piers in good standing. Violations of this rule will result in disciplinary or legal action being taken against both the host and guest.

Housing is co-ed and multiple occupancy. All apartment and room assignments are done by HR. HR reserves the right to make any subsequent room/roommates changes considered advisable or necessary.

If your group is smaller than the maximum capacity of the apartment, another group may or may not fill vacancies. Existing residents will not be notified in advance of roommate additions.

If for any reason you wish to change your room or apartment assignment, please contact HR. All changes must be approved in advance. Residents are not allowed to switch rooms or move apartments without prior approval from HR.

Housing is offered to associates from various countries, cultures and backgrounds. Please be respectful and courteous to each other.

Apartments are to be used for lodging purposes only. No other forms of business or unlawful acts may be conducted here.

### **Check-In**

Upon check-in, inspect your apartment for any damages. Take photos of any pre-existing damages for your records and inform the RM or HR.

### **Check-Out**

All residents ending their employment in good standing must move out of associate housing within 24 hours of their commitment date unless alternate arrangements have been approved by HR.

Residents who quit, abandon their employment or are terminated must leave associate housing within 24 hours, their security deposit will be forfeited.

Please follow the Check-Out Check List on Page 16 to ensure all check-out requirements are met.

## **Housing Inspections**

The DRL Representatives and/or owners of the premises have the right to enter at reasonable or appropriate times to inspect, clean, make repairs and/or alterations of the premises with or without notice. They may also enter to conduct a check-in/check-out.

## **Keys & Lock-Outs**

When a resident is assigned to an apartment or residence hall room, they are issued a key/set of keys. Residents may not give or loan their apartment keys to another person. Duplication of keys is strictly prohibited and is subject to disciplinary action.

Any keys that have been lost will carry a \$20 replacement charge. If there is a security concern, the lock may have to be re-cored. In this case you will be charged a locksmith fee, which will be deducted from your security deposit upon your departure. Keys must be turned in at the time of check-out. If keys are not turned in at the time of check-out, there will be a charge for the cost of changing the locks.

If you locked yourself out of your room/apartment, take these steps in the order they are listed:

- Find your roommate and ask to borrow their key
- If you do not have a roommate, contact your RM
- If you locked yourself out after hours, call the Security Desk at 609-729-3700 x.1500.

## **Mail & Packages**

We are unable to receive mail or packages at any associate housing. Please use Morey's Piers business address instead, following the rules below.

All packages, purchases and online orders shipped to you while working at Morey's Piers should be addressed as follows:

Morey's Piers  
Attention: "*Your Name*" – HR Office  
2701 Boardwalk  
Wildwood, NJ 08260

2701 Boardwalk is located on Poplar Ave. & Boardwalk, between Mariner's Landing and Surfside Pier. Your packages will be in a large green building, right behind the Mirror Maze. Look for the metal door (right underneath the metal staircase) on the right side of the building.

All packages are to be picked up 9am to 10am or 1pm to 2pm, Monday through Friday ONLY.

**MOREY'S PIERS WILL NOT BE RESPONSIBLE FOR ANY MISSING OR DAMAGED ITEMS. WE WILL NOT REPLACE OR REIMBURSE YOU FOR ANY DAMAGED OR MISSING ITEMS, EVEN IF WE SIGNED OFF ON THEIR DELIVERY.**

All letters being mailed to you while working at Morey's Piers should be addressed as follows:

Morey's Piers  
Attention: "*Your Name*" – HR Office  
3501 Boardwalk  
Wildwood, NJ 08260

Upon receiving your letters in HR, the staff will forward them to your respective facilities. If you are expecting a letter, please inquire with your manager.

When filling out paperwork for official documents (hospital visits, second jobs, etc.), please use your permanent address (even if it's in another country) as mail will not be forwarded after your departure.

### **Pets**

Pets are not allowed unless a special permission has been granted by HR prior to check-in.

### **Prohibited Items**

For all residents' safety, possession and/or use of the following is strictly prohibited: non-kitchen knives, bows, arrows, firearms (guns), fireworks, pellet guns, paint ball guns, martial arts devices, and plastic toy replica guns.

### **Room Alterations**

Residents may not make alterations to their apartments/room or redecorate it in any way that constitutes making alterations. Alterations could include but are not limited to rearranging or disassembling furniture, nail or screw holes in walls, doors, window frames and door frames, or installation adhesives. The alterations will be corrected by maintenance staff and the resident charged to return the apartment/room to the original condition.

Do not move furniture from your rooms or common areas onto balconies or porches.

### **Wi-Fi**

Housing is equipped with basic wi-fi. At times it may slow down due to a number of users, streaming, downloading, gaming, etc. Please be mindful of others and avoid activities that use a lot of bandwidth. Illegal Internet downloading is strictly prohibited and may lead to fines and other disciplinary action up to and including termination of employment.

## **Rent and Security Deposit**

Rent is paid bi-weekly via payroll deductions. It is inclusive of electric, basic internet, and water.

Weekly rent begins on Monday and ends on Sunday. Should a resident move in or move out mid-week, a pro-rated rate of \$25 per day will apply, up to the full rent amount.

Residents are responsible for working enough hours to pay weekly rent. Residents should keep this in mind when requesting days off. Should a resident not meet the rent requirement, they are responsible for any back-rent payments in the next pay period. Any outstanding rent obligations may be deducted from your security deposit.

A security deposit is required to be paid in cash at check-in and is refundable if residents stay in housing through their contracted employment end date, all housing obligations are fulfilled and there is no damage to the room. If damages occur that exceed your security deposit, charges will be deducted from final paychecks and or bonus, if applicable.

It is recognized some wear on the room or apartment will occur in the course of living. However, residents must exercise care in the use of the facilities. This includes their rooms and shared areas. If it is

determined residents willfully or through negligence caused damage to the apartment, shared areas and/or fixtures and no resident takes responsibility, a repair or replacement charge will be assessed and divided between all apartment residents.

## Housing Conduct

### **Alcohol and Drugs**

All alcohol and illegal drugs are banned from associate housing at all times. Abuse of prescribed medication, and distribution or possession of illegal drugs will not be tolerated. Violation of this policy will result in termination of house privileges, employment, and prosecution to the fullest extent of the law.

### **Harassment**

The DRL will not tolerate verbal or written threats, intimidation, violence or other forms of illegal harassment against any associate. If you experience harassment, contact HR.

### **Parties**

Parties, gatherings and get-togethers of any type or size are not permitted in associate housing. Residents found to host or participate in such events will be asked to move out and may face further disciplinary action up to and including termination of employment.

### **Quiet & Courtesy Hours**

All housing locations maintain quiet hours between 11pm and 8am. This includes outside steps, decks and any other outdoor sitting areas, as well as indoors. City ordinances concerning noise and gatherings MUST be followed at all times.

Courtesy hours are in effect at all times. It is important that residents are aware of their responsibility to monitor their behavior, regardless of the time of day, so as to not interfere with the lifestyles of others. If a student or staff member asks you to be quieter, regardless of the time of day, your compliance is expected.

### **Smoking**

Smoking is prohibited inside associate housing. This includes e-cigarettes, hookahs, Jules, etc. Smoking of marijuana/cannabis is prohibited anywhere on Company property, including housing.

### **Visitors**

All visitors MUST be at least 18 years of age or older and employed by the Morey Organization. Overnight guests are not permitted. All visitors who do not reside at this specific property must vacate by 11pm.

Hosts are responsible for the behavior of their guest(s) at all times and are obligated to inform the guest(s) of all resident housing rules and regulations. Violations of any rule or regulations by a guest may result in disciplinary action being taken against both the host and guest.

## Maintaining your Apartment

All residents must exercise care in the use of the facilities. Residents should be aware that maintenance issues are a shared responsibility. Any issues in their apartment or room must be reported to the Resident Manager or HR right away.

The apartment should be kept clean during occupancy. Residents not keeping a clean apartment may lose their employee privileges (season pass, food & beverage discounts, etc.) and may be billed for the cost of damages, pest control treatments that exceed the regular make-ready process, and excessive cleaning.

Occupants will not keep any exposed food items, dirty dishes, etc. that may attract insects/rodents in their bedrooms.

The following information provides guidelines and directions for daily, weekly and periodic cleaning.

### **Cleaning**

#### **Daily:**

There are areas in your apartment that should be cleaned daily or after each use. The kitchen should be cleaned after each use. The type of cleaning will be determined by the type of use.

Bathrooms: Wet floors should be mopped up, and toilets should be kept flushed after each use. Notify the RM of any dripping faucets.

Counters: The counters should be wiped down with a towel and an all-purpose, antibacterial cleaner each time they are used.

Dishes/Pots/Pans/Utensils: All dishes, pots, pans and utensils need to be washed in hot water with dishwashing liquid, rinsed in clear/clean water and dried after each use.

Floors: The floor area in the kitchen should be swept on a daily basis. If you spill something on the floor, it should be mopped or scrubbed with an all-purpose cleaner such as Mr. Clean or Lysol.

Food: Any food that is not consumed at the time of preparation or meal should be put in a container or wrapped in plastic wrap and put in the refrigerator. Food should not be left out because it can spoil and make you sick, and it attracts bugs to your apartment.

Microwave: The inside of the microwave should be free of food remnants. After each use, wipe out the inside with a damp cloth.

Oven (when provided): The front and sides of the oven should be cleaned with a towel (cloth or paper) and a grease-cutting all-purpose cleaner. If food being cooked spills or boils over, wait for the oven to cool and then clean it with an oven-cleaning product such as EasyOff oven cleaner. Follow the directions provided on the product's packaging.

Sink: The sink should not have any food remnants. The sink should be wiped out with water and dish detergent once all of the dishes, pots, pans and utensils have been washed. Turn off water when the sink is not in use and notify the RM of any dripping faucets.

**Stove:** The kitchen should be cleaned after each use. The stove/oven and surrounding areas should be cleaned with a grease-cutting all-purpose cleaner.

**Tables and Chairs:** The kitchen table should be wiped down after every use with a towel and an all-purpose, antibacterial cleaner.

**Outside Areas:** All front/back decks and any outdoor common/sitting areas need to be cleared of all personal items daily. All furnishings (i.e. tables, chairs, etc.) must be returned to their original locations and arranged neatly.

### **Weekly:**

The refrigerator, counters and cupboards should be wiped with a grease-cutting, antibacterial, all-purpose cleaner and a towel.

Linoleum/tile floors (kitchen, bathroom and bedroom) should be swept and then mopped/scrubbed with a mop or towel and an all-purpose cleaner.

The bathroom should be cleaned weekly. This includes using a toilet brush and toilet bowl cleaner to clean the toilet. Scrub the bathtub and sink with cleanser and a towel. Rinse the bathtub and sink with clear water after you have scrubbed it. The toilet should be scrubbed with a toilet bowl cleaner (Lysol or Comet) and a toilet brush. The mirror should be cleaned with glass cleaner and a paper towel.

The bedroom floor, if carpeted, should be vacuumed. All of the furniture (built-in or movable) should be dusted with a towel.

### **Drain Clogs**

Grease or oil should never be poured down the drains or into toilets. Cooking grease and oil should be disposed of in a sealed container and placed with the trash outside in the dumpsters. In the event of a clogged drain, inform your RM. Do NOT pour any chemicals down any drain in an attempt to fix a clog yourself, as they may pose a significant health risk to you or maintenance staff.

### **Mold and Mildew**

Humidity inside buildings in NJ is often high, which encourages the growth of mold and mildew. Mold is a fungus that produces spores that float and spread easily through the air. These spores can cause allergic reactions and other health issues. Mold and mildew grow in dark and moist areas.

The following are suggestions for preventing and treating mold and mildew:

- The key to prevention is to keep everything clean, well-lit and dry.
- Leave the bathroom door and shower door/curtain open to allow the walls to dry after showering.
- Clean shower doors/curtains on a regular basis.
- Select cleaning products specifically designed to treat/prevent mold and mildew.

### **Toilet Clogs**

Only toilet paper goes into the toilet. Do not dispose of sanitary products in the toilet. Put these items into waste baskets and remove with trash.

## **Trash Removal**

Residents should remove garbage from their apartments each day, especially if it contains food materials. All garbage should be put in the big trash receptacles outside the house.

### **BLUE receptacles – recycling:**

- Plastics – most plastic containers, must be rinsed out first
- Cardboard – must be flattened first
- Paper Products – paper, mail, brown bags
- Paper Cartons – milk, juice, egg
- Aluminum/Steel/Tin Cans – soda, food, shaving cream, air fresheners
- Glass – bottles and jars; any color is fine; do not place broken glass in the recycling bin
- Other Metals – wire hangers, pots, pans

**GREEN OR BROWN receptacles - household trash.** Everything placed in this bin must be placed in trash bags first:

- Plastic Bags – shopping, grocery, garbage bags
- Styrofoam – packing materials, cups, containers
- Clothing – any form of clothing, including shoes
- Paper Food Storage – pizza boxes, takeout food containers, potato chip bags, candy wrappers, bread bags

*Extensive damages that may occur due to misuse, such as plumbing malfunctions or appliance repairs, as well as potential cleaning fees, will be divided up among all apartment residents and taken out of their respective security deposits. Labor charges may also be added as well for cleaning and/or repairs that are necessary. Damage will be billed to individual students or groups of residents as necessary. If a specific person cannot be determined to be responsible and billed, the entire room/apartment/floor may be billed for damages to the area.*

## **Safety**

### **Personal Safety**

Morey's Piers is not liable for damages caused to tenant's property by acts of nature, or failures of utilities, including electric, gas, or water. Morey's Piers is also not held liable to damage or theft caused by other residents or guests.

Residents are responsible for maintaining the safety and security of their personal belongings. Do not leave your valuables in common areas.

Each resident must make sure that all doors close and lock when they enter or exit a building. No door should be propped open at any time. Lock your bedroom/apartment door when you leave. If your apartment is on the first floor, please close and lock all windows when you leave.

If you see suspicious people loitering inside or outside any housing location, contact RM or the Police immediately.

Bicycle theft is very common, and it is your responsibility to keep your bike secured. If a bicycle rack is available where you live, use it to secure your bike when it's not in use. If there isn't a bike rack, ask your

RM where you can park your bike. Bikes should not be left in walkways or on sidewalks because these areas are designated as fire escapes.

### **Cooking Safety**

Cooking is only allowed in kitchen areas. While cooking, residents are responsible for ensuring that proper sanitation, ventilation, and fire safety precautions are taken. Before you start cooking, turn on both the ceiling fan and exhaust fan in the kitchen to assist with airflow in the kitchen. In order to prevent smoke detectors from going off while you are cooking, it is recommended that you keep a window slightly open while cooking.

Do not leave the hot food you are cooking unattended. Always stay in the kitchen while using the stove. Turn off the stove if you leave the room.

Only use microwave-safe containers to heat things in the microwave. Do not put in foil or metal objects as it will cause the microwave to explode.

Keep an eye on what you fry. If you see wisps of smoke or the oil smells, immediately turn off the burner and/or carefully remove the pan from the burner. Smoke is a danger sign that the oil is too hot.

If excess steam or smoke is coming from your pot or pan, safely place it inside the oven so the steam or smoke can be contained. Once the steam or smoke subsides, you can place the pan back on the stovetop.

Always keep a potholder, oven mitt and lid handy. If a small grease fire starts in a pan, put on an oven mitt and smother the flames by carefully sliding the lid over the pan. Turn off the burner. Don't remove the lid until it is completely cool.

**NEVER POUR WATER ON GREASE FIRE and never discharge a fire extinguisher onto a pan fire, as it can spray or shoot burning grease around the kitchen, thus spreading the fire.**

When residents are finished cooking, all appliances MUST be turned off and cleaned.

## **Fire Prevention**

### **Fire Alarms & Smoke Detectors**

For the safety of all residents, smoke detectors are installed in every room of the house. Some detectors are hard-wired and some are battery-operated. If your smoke detector emits a steady beeping sound, contact your RM immediately for a replacement battery.

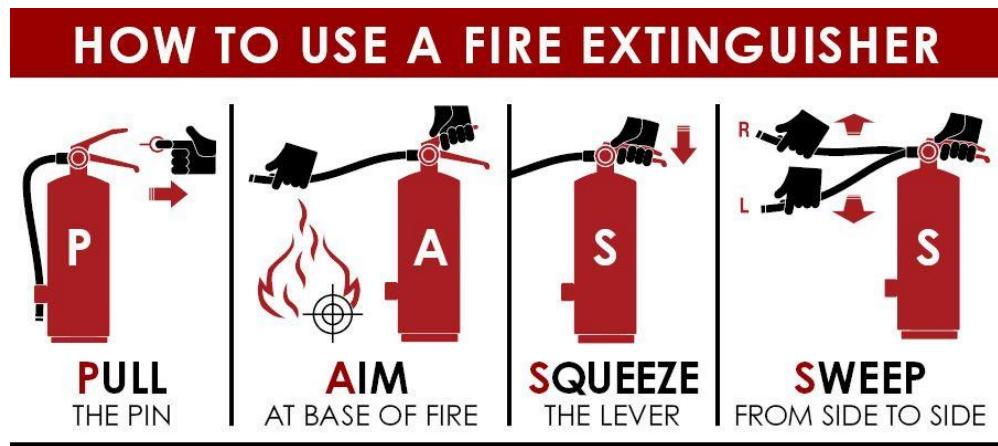
*Do NOT tamper with smoke detectors! Do not remove or cover them up. They are installed for your safety and must always be functional.*

The RMs will inspect all apartments on a weekly basis to ensure fire extinguishers and smoke detectors are properly maintained.

## **Fire Extinguishers**

Fire extinguishers are placed in all kitchen areas as required. Tampering or discharging fire extinguishers for no reason are grounds for termination and immediate eviction from the house. If you do discharge one to prevent a fire, contact your RM immediately.

To use a fire extinguisher, remember PASS. Keep your back to an exit and stand 6 to 8 feet away from the fire. Follow the four-step PASS procedure. If the fire does not begin to go out immediately, leave the area at once:



1. PULL the pin: This unlocks the operating lever and allows you to discharge the extinguisher. The pin should be held in place with a safety or tamper seal.
2. AIM low: Point the extinguisher nozzle or hose at the base of the fire.
3. SQUEEZE the lever above the handle: This discharges the extinguishing agent. Releasing the lever will stop the discharge. Completely compress the lever when discharging the extinguisher.
4. SWEEP from side to side: Moving carefully toward the fire, keep the extinguisher aimed at the base of the fire and sweep back and forth until the flames appear to be out. If the fire reignites, repeat the process. Never turn your back on a fire, even if it is extinguished, because it can reignite.

## **Fire and Safety Inspections**

Health and Safety Manager (HSM) in cooperation with the DRL staff, will conduct fire and life safety inspections on a regular basis. The intent of the inspections is to increase the level of safety and safety awareness for all residents, safety practices in general and the fire and life safety rules found in this resident handbook will be the primary focus of the inspections.

All inspections will be conducted between the hours of 8:00 a.m. to 5:00 p.m. Residents will be notified of specific dates of the inspections.

## **Triggered Fire Alarms**

Fire alarms in most associate housing are connected to the Fire Department. Each time the alarm is triggered, a fire truck is dispatched to the property. Firemen will examine the building and, whenever it is safe, will clear the building for residents to return.

If the fire alarm sounds, leave the building until the firemen or RM inform the residents that the building is safe to enter. Whether you believe the alarm to be a drill or an actual fire, everyone must leave the

building whenever the alarm sounds. At the time of check-in your RM will advise where you must gather until the building is cleared.

In most cases, fire alarms in associate housing are triggered by residents cooking. It is of the utmost importance that you review the Cooking Safety section of this Guidebook and follow all the precautions. Each visit from the Fire Department is billed to Morey's Piers. If a fire alarm is triggered due to a resident failing to follow the proper cooking procedures, these costs will be passed on the resident and deducted from their security deposit.

# Check-Out Check List



## **1. Schedule Your Check-Out**

5 days before your anticipated departure, schedule a checkout date and time with your RM. The RM will meet you at your apartment to conduct an official checkout inspection. You must be on time and prepared to vacate housing at the scheduled time. The RM will inspect your room/apartment with you present. Following the inspection, you will be notified of any charges to your security deposit, if any. If all requirements have been met, your will receive your security deposit from the RM, in cash, when your check-out is complete.

## **2. Clean your entire apartment following this list:**

### ***Bathroom***

- Scrub the shower/bathtub and surrounding walls with cleanser (e.g., Comet, Ajax or Scrubbing Bubbles) and a towel. Make sure you clean the fixtures as well, including the handles, faucet and showerhead, to remove soap scum. Please be sure to scrub the walls to remove any hard-water buildup or mildew stains. Rinse the bathtub and surrounding walls with clean water after you have scrubbed them.
- Clean the entire sink, including all of the fixtures, with a wet towel and a mild cleaner.
- Clean beneath the sink.
- Remove all stains from the toilet, both inside and out. A toilet scrubbing brush and toilet bowl cleaner should be used. Be sure to also clean the seat and around the base of the toilet.
- Clean the mirror with paper towels and glass cleaner to ensure its streak-free.
- Clean the cabinets and caddies by wiping them with a damp towel and an all-purpose cleaner.

### ***Bedroom***

- Remove all personal belongings. You must be all packed up by the time of check-out.
- All sheets, blankets, pillows, heaters, fans, etc. are present and ready to be returned to the RM.
- Wipe down the shelves and drawers.

### ***Doors and Walls***

- Wash all walls, doors and doorframes to remove any marks or dirt. Most cleaning agents work for this.

### ***Floors***

- All linoleum/tile floors should be swept and then mopped or scrubbed with an all-purpose cleaner such as Pinesol or Mr. Clean.
- Carpeted floors should be thoroughly vacuumed, especially at the edges.

### ***Furniture***

- All of the furniture should be dusted with a clean cotton towel. If there is a couch in your apartment, the cushions should be removed and the area underneath vacuumed.
- Any stains on the upholstery must be removed by using a fabric cleaner.

### ***Kitchen***

- All pots, pans, dishes, glasses/cups, cooking utensils, etc. must be washed and put away.
- All appliances are present and are in proper working order.
- All furniture and tables present and arranged in a neat fashion.
- Cabinets
  - Remove any items that belong to you.
  - Clean the shelves and drawers with an all-purpose cleaner.
- Microwave
  - The inside of the microwave should be free of food remnants.
  - Wipe out the inside and outside with a damp cloth.
  - No streaks or fingerprints should be visible on the microwave door.
- Refrigerator:
  - Remove and dispose of any food items that belong to you.
  - Remove the racks and drawers. Wash them in the kitchen sink. Wipe down the inside of the refrigerator with a towel all-purpose cleaner such as Lysol. Replace the racks and drawers.
  - Clean the freezer to eliminate any spilled foods and stains.
  - Clean behind and underneath the refrigerator. On the outside of the refrigerator, use a grease-cutting, all-purpose cleaner such as Pinesol or Orange Clean.
- Stove/Oven:
  - Scrub any baked-on grease inside and out. For flat-top (electric) stoves, clean with a product indicated safe for flat-top stoves.
  - Scrub the burners with a grease-cutting cleaner.
  - Make sure the surrounding area is cleaned with a grease-cutting, all-purpose cleaner.

### ***Mirrors***

- All mirrors must be cleaned with a clean cloth and glass cleaner and be streak-free.

### ***Trash***

- All trash and recycling removed to the outside receptacles.
- Indoor trash cans must be rinsed out and sanitized.

### ***Windows***

- Wash all windows, windowsills and blinds. Glass cleaners, such as Windex, work very well for this purpose. A grease-cutting, all-purpose cleaner will also work well on the blinds. There should be no broken blinds, or their cost will be deducted from your security deposit.

### ***Outside Areas***

- All front/back decks and any outdoor common/sitting areas need to be cleared of all personal items. All furnishings (i.e. tables, chairs, etc.) must be returned to their original locations and arranged neatly.

## **3. Upon Vacating the Apartment**

- All windows must be closed and locked.
- All room and apartment doors must be closed and locked.
- Resident must return all keys and vacate room once the check-out is complete.