

CLEANING AND SANITATION INSPECTION FORM

Location		RA Completing Inspection	
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Initial Violation Found		Re-Inspection Violation Found		Inspection Items
YES	NO	YES	NO	
				KITCHEN (Do Not Pull Stove Away From Wall)
				Discard aluminum foil or other materials that are covered with grease.
				Degrease and clean oven inside and out.
				Clean stove top, including drip pans.
				Clean under stovetop.
				Degrease and clean vent-a-hood and grease screen.
				Degrease and clean refrigerator inside and out. Remove any mold or mildew.
				Clean dishwasher. Remove any mold or mildew.
				Degrease and clean kitchen walls.
				Degrease and clean cabinet exteriors.
				Remove all newspaper or non-contact paper item being used as shelf paper in cabinets. (Only Contact Paper Allowed)
				Degrease and clean countertops.
				Degrease and clean sink and faucet.
				Scrub tile floors thoroughly with degreaser.
				Store all food in sealed containers.
				Remove trash to the dumpster.
				BATHS
				Remove dirt, soap residue, mold and mildew from bathtub, shower, tile, and grout with suitable bathroom/tile cleaner.
				Disinfect and clean toilet with suitable bathroom/tile cleaner.
				Clean sink, countertop, and mirror with suitable bathroom/glass cleaner.
				Scrub tile floors thoroughly with degreaser.
				GENERAL INTERIOR
				Organize personal property and perform general housekeeping to ensure safety of occupants.
				Remove trash to the dumpster.
				Vacuum carpet thoroughly to remove excessive debris.
				OTHER
				Residence in need of extermination services. <i>Comments:</i>
				Evidence of over-occupancy. <i>Please specify:</i>

White: Apartment Life Office

Pink: Resident– Follow Up Inspection

Yellow: Resident– Initial Inspection

Date of Initial Inspection		Time of Inspection	am/pm
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Initial Inspection Summary Your residence has ☐ **PASSED** the inspection ☐ **FAILED** the inspection
If your apartment has failed the initial inspection please see the back of this form for additional instructions.

Date of Re-Inspection		Time of Inspection	am/pm
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Re- Inspection Summary Your residence has: ☐ **PASSED** the inspection ☐ **FAILED** the inspection
If your apartment has failed the Re-inspection please see the back of this form for additional instructions.

NOTES:

According to the Apartment and Houses Handbook, residents are required to pass the RA's initial inspection.

If the residence does not pass the initial inspection, the leaseholder has the following options.

- a) The leaseholder may request a single re-inspection. **In this instance, the leaseholder will be charged a \$20 re-inspection fee.** The leaseholder must request the re-inspection within 4 days of the initial inspection.

Please schedule a re-inspection using the contact information provided for your community below.

West Campus Apartment Communities	Re-Inspection Contact Information
Arbor Oaks	West Campus Apts Residence Director 817-272-1824
Meadow Run	
Timber Brook	
University Village	
Kerby St. and Davis St. Houses	

East Campus Apartment Communities	Re-Inspection Contact Information
Autumn Hollow	East Campus Apts Residence Director 817-794-5947
Center Point	
Cooper Chase	
Cottonwood Ridge North and South	
Creek Bend	
Forest Glen	
Garden Club	
Legacy heights	
Maple Square	
Oak Landing	
Pecan Place	
Pecan Street Duplexes	
Pecan St./Oak St. Houses	
West Crossing	
Woodland Springs	

- b) If the leaseholder does not request a re-inspection or fails the re-inspection as noted above, the residence will be cleaned, and the leaseholder will be charged the required cleaning fees. Contracted cleaning service fees for an occupied residence are noted below:

Charge	Cleaning Required
\$75	General Kitchen
\$75	General Bath
Varies	Other Necessary Cleaning