

Room Cleaning Checklist for Residents

1. All rooms are to be left **clean**. We consider “clean” to indicate the following has been done:
 - all walls wiped clean with a wet cloth
 - all beds and other furniture properly assembled (lofts left assembled)
 - all original furniture in the room
 - all personal items removed from walls, doors, ceiling and floor; desks and dresser(s) cleaned and wiped off
 - all waste paper and personal items out of room, floors swept and wet-mopped
 - all bathrooms cleaned (for apartments and rooms with bath)
 - all stoves, ovens and refrigerators cleaned in apartments
 - all food removed from micro-fridge and micro-fridge cleaned and left set to **low** (including ice scraped from freezer)
 - all personal furniture removed
 - all decals, stickers, tape, etc., removed from doors, walls, ceilings and windows
 - all lumber and cinder blocks must be removed and stacked on the ground in designated areas outside your building. All other items should be placed inside the dumpster

Cleaning supplies may be checked out from housekeeping staff or the front office.

2. Do a **final check** of your room to make sure that:
 - all personal items are out; O.K. to leave extra hangers in the closet
 - all residence hall furniture is present
 - window(s) are closed, locked, and drapes are closed
 - radiator/heater is turned to cool (and low fan speed where possible)
 - room light is turned off
3. Turn in the following items to the **community center** or **checkout area**:
 - any items checked out from the office (iron, vacuum, broom, sports equipment, etc.)
4. Check out with your **RA** or hall-specific check-out area and have a great summer!