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

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!