RESIDENCE HALLS
ROOM CLEANING CHECKLIST

Below are the steps needed to clean and prepare your room for check-out. You will need to make an appointment with your Resident Advisor to check your room and to review the Room Condition Inventory before you can complete the check-out process. The Front Desk will provide some cleaning supplies as listed below.

1. Remove all belongings from your room or have your belongings packed up so that you can easily clean all areas of your room.

2. Get the following cleaning supplies from the Front Desk:
   - Sponge
   - liquid cleaning solution
   - vacuum cleaner

3. Clean the following areas using the cleaning rag and cleaning solution:
   - bookshelves
   - upper storage cupboard
   - window sills
   - desk (top and all sides)
   - drawers (inside and out)
   - all wall areas that are dirty and/or have tape marks—remove tape from ceiling too
   - chest (top and all sides)
   - closet shelf and floor
   - mini-fridge

4. Sweep corners and along wall edges with a broom and vacuum the entire room.

5. Remove any decals, tape, tacks, etc., from all doors, walls, ceilings, windows and furniture.

6. Wash out your trash can and recycle bin in the laundry room sink. Make sure they are dry before placing them back in your room.

7. Return all furniture to its original position. If you have bunked your beds, please do not debunk them! A photograph of the room layout can be provided by your RA.

8. Inform your RA that you are ready to be checked out and/or wait for your check-out appointment. All of your belongings will need to be out of your room before your RA can review your Room Condition Inventory with you at your check-out appointment.

REMEMBER, all trash and abandoned items are to be taken to the dumpster behind your hall. If the dumpsters are full, trash should be bagged and placed next to dumpster. Check-outs will be suspended if there is trash in the lounges or halls and will not resume until all areas are cleared.

ROOM:

☐ All furniture present: beds, dressers, file cabinet, wardrobe, desk, desk chair, mini-fridge
☐ Furniture in good condition – no dents, cuts, markings, etc.
☐ Empty – check all drawers and wardrobe
ROOM (continued):

- Clean – carpet vacuumed and furniture/windowsill dusted
- Door – in good condition, no markings, no mirror attached
- Walls clean, without holes, and undamaged (push pin holes are fine unless excessive)
- Light switch and ceiling light undamaged
- Mattress in good condition – no stains, tears, or rips
- Window locks function
- Blinds in working order (should be left up)
- Outlet plates – not damaged or cracked
- In South Mountain (red brick) buildings, make sure that your bathroom locker is empty.

BATHROOM – North Mountain:

- Empty
- Green basket and garbage can present
- Clean – floor mopped, sink/bathtub/toilet are clean
- Floor tiles are intact and not peeling up
- Walls, light switch, and towel rod have no damage
- Ceiling light undamaged
- Medicine cabinet is empty
- Outlet plates – not damaged or cracked

NOTE: This is a general checklist. You are responsible for any additional damages, needed cleaning, and missing items that are not specifically noted on this sheet.