

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!