

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!