

## **Residence Life**

### **Check-Out Housekeeping Expectations**

In order to avoid unnecessary custodial services charges, the following housekeeping items must be cleaned to the expectations specified below. Residents should not attempt to repair any damage to their rooms or common area as charges will still be assessed to correct any damages or fixes. Failure to return your room to near opening condition may result in charges being assessed to residents. If any excessive cleaning needs to be performed or damages repaired above normal wear and tear, all residents of the particular room/apartment assignment will share equal responsibility – despite the fact that roommates may be checking out at different times – unless a resident accepts full responsibility prior to checking out.

\_\_\_\_\_ **Debris**

- defined as anything in the room that is not university property (i.e. not present at check-in)
- all personal bulk trash items should be removed completely from the residential facility

\_\_\_\_\_ **Floor (includes the closet floor)**

- no dirt or dust balls
- no trash, debris, stains, or spills
- clean behind desk(s) and dresser(s)

\_\_\_\_\_ **Dresser(s) and Desk(s)**

**Interior**

- no dust, dust balls, or hair
- no debris/trash

**Exterior**

- no dirt, spills, stains, sticky substances
- no tape, pins, tacks, or gum adhesives
- all non-permanent markings should be removed

\_\_\_\_\_ **Furniture Arrangement**

- furniture should be returned to the original (check in) configuration
- there should be space to walk in the room
- dresser drawers must not be blocked by furniture
- closets and drawers must not be blocked

\_\_\_\_\_ **Wall, Ceiling, Window, and Door Surfaces**

- no visible hand or fingerprints
- no tape, tacks, pins, nails or gum adhesives
- no posters, pictures or hanging decorations
- all non-permanent markings should be removed
- no stains and spills

\_\_\_\_\_ **Sinks, Bathrooms, and Kitchen Appliances (if applicable)**

- no dirt, toothpaste, or stains
- all bathroom areas should be scrubbed clean and wiped down without any visible signs of dirt
- kitchen appliances should be emptied and clean
- do not turn off apartment or common area refrigerators
- prior to exams, residents of apartments should discuss a cleaning plan for the bathroom and kitchen to avoid the occurrence of the last person to vacate having to clean these areas – if these areas are not clean, all residents will be split-billed regardless of the day of check-out

**Do Not Transport or Pack Personal Belongings in Trash Bags  
As They May Be Accidentally Thrown Out as Garbage**

