

Avoid Check-Out Charges! How to Clean Your Room for Closing Checkouts.

During your selected check out time with the CA staff who will inspect your room and complete the checkout process your room MUST be clean.

To avoid cleaning charges, your rooms must be thoroughly cleaned before checking out. The information below explains how you should clean your room. Your room must be cleaned before **EACH** resident in each room checks out. If your room is not clean, your CA will not check you out, resulting in a \$50 improper checkout fine.

Item	How to know if it is clean
Bed Frames	Must be completely wiped down and be free of dust and dirt. If laminate is peeling, leave it on—do not peel it off. Beds should be adjusted so that the top bracket is 7-9 notches from the top. You may need assistance in adjusting bed (mallets available at front desk)
Mattress	Wipe down mattress on both sides with damp cloth to remove any stains.
Ceiling	Ceiling must be free of all items including tape, putty, nails, hooks, etc.
Chair	Desk chair must be wiped down and be free of dust and dirt. Chair pads must be free of stains.
Closet Area	Closets and areas above closet (if applicable) need to be completely emptied and wiped out. There should be no tape or tape residue, nails, hooks, etc. on either side of the door. Please leave your closet door open for check out
Blinds	Blinds should be clean. Open and close them each way to ensure this is so.
Desk and Drawers	Top of desk must be wiped off and be free of stains, dirt and dust. All drawers must be emptied and wiped out. Please leave all desk drawers open for check out.
Dresser and Drawers	Top of dresser must be wiped off and be free of stains, dirt and dust. All drawers must be emptied and wiped out. Please leave all dresser drawers open for check out.
Door	Inside and outside of door should be wiped down and be free of tape, tape residue, nails, hooks, etc.
Lock Mechanism	Door knob should be wiped down on each side.
Electrical Outlets	Outlet covers should be wiped off.
Floor	Floor should be swept and mopped. It should be completely free of all debris and stains, including stains left by tape. Baseboards should be wiped down.
Lights and Switch	Light switch cover should be wiped off. Light covers, other than the one on the ceiling, should be wiped down.
Mirror	Mirror should be cleaned. It should be free of any writing, tape, smears, streaks, etc.
Cable/Internet Jacks	Should be wiped off.
Radiator	Should be wiped off and free of any stains, dust or dirt.
Smoke alarm	Do not touch the smoke alarm.
Walls	Walls should be free of all tape, tape residue, nails, hooks, etc. as well as any stains caused by the tape. Walls should be wiped down as needed.
Wastebasket and Recycling Bin	Wastebasket and Recycling Bin should each be emptied of all garbage/recycling and washed out. There should not be any debris in the wastebasket or recycling bin upon checking out.
Windows/Screens	Inside of windows should be washed and completely clear of any stains, dirt or dust. Screen should be free of any debris stuck in it. Windowsills should be wiped down and clear of any stains, dirt or dust.

Other task to be completed:

- Check and empty your mailbox
- Report any key/mailbox issue to your Chapter Assistant
- Know your forwarding address prior to check out
- Take all trash directly to the dumpster
- Check the bathroom to make sure you have removed any of your personal items
- Remove all personal items from the chapter space including bicycles, refrigerators and microwaves