

Preparing Your Room for Closing Checkouts

Avoid \$100 Improper checkout charge and damage charges.

YOU MUST CHECKOUT IN PERSON WITH A COMMUNITY ADVISOR!

The information below explains how you should clean and prepare your room and bathroom. Every room and bathroom must be cleaned and prepared before **EACH** resident checks out. If your room and bathroom are not clean and prepared, it will result in a \$100 improper checkout fine being charged to your student bill.

Mark each item as you complete:

- **Bed**
 - Wiped down and be free of dust and dirt.
 - If Laminate is peeling, leave it on —do not peel it off.
 - Bed moved 6-12 inches away from the wall Beds **MUST** be unbunked
 - Sweep behind and under the bed
- Bed height should be adjusted as follows:**
 - Ellis, Fitzgerald, Nickerson, Panhellenic, Houts/Hosey:
 - Notch 7 from the top
 - South Yeater: Notch 5 or 6 from the top.
 - You may need assistance in adjusting the bed (mallets available at front desks).
- **Walls**
 - Walls should be wiped down as needed.
 - Walls should be free of all tape, tape residue, command strips, nails, hooks, etc. as well as any stains or residue caused by the tape.
- **Windows**
 - Inside of windows should be cleaned with window/glass cleaner and completely clear of any stains, dirt or dust.
 - Window sills should be wiped down and clear of any stains, dirt or dust.
- **Screens**
 - Screen should be free of any debris stuck in it and securely in place.
- **Room Door**
 - Inside and outside of door should be wiped down and be free of tape, tape residue, nails, hooks, etc.
- **Chair**
 - Desk chair must be wiped down and be free of dust and dirt. Chair cushions must be free of stains.
- **Desk**
 - 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 checkout.
 - Move the desk to make sure nothing is behind or underneath.
 - Sweep and mop floor behind/under desk.
 - Pull desk away from wall 6-12 inches
- **Wastebasket**
 - Wastebasket should be emptied and washed out. There should not be any debris in the wastebasket upon checking out.
- **Radiator**
 - Should be wiped off and free of stains, dust or dirt
- **Floor**
 - Floor should be swept and mopped. It should be completely free of all debris and stains, including stains left by tape.
 - Sweep and mop under the bed and behind the bed, desk, and dresser if dresser is not between closets.
- **Mattresses**
 - Wipe down all mattresses on both sides with damp cloth to remove any stains.
- **Baseboard**
 - Baseboards should be wiped down.
- **Ceiling**
 - Ceiling must be free of all items including tape, putty, as well as any stains caused by the tape.
- **Mirror**
 - Mirror should be cleaned with glass/window cleaner.
 - It should be free of any writing, tape, smears, streaks, etc.
- **Blinds**
 - Blinds should be clean. Open and close them each way to ensure this is so.
- **Closet Area**
 - Closets and areas above closet (if applicable) need to be completely emptied and wiped out. There should be no tape residue, nails, hooks, etc. on either side of the door. Please leave your closet door open for checkout
- **Lock Mechanism**
 - Door knob should be wiped down on each side.
 - Keys returned at checkout.
- **Dresser**
 - Top of dresser must be wiped off and be free of stains.
 - All drawers must be emptied and wiped out.
 - Please leave all dresser drawers open for checkout.
- **Lights and Switch**
 - Light switch cover should be wiped off. Light covers should be wiped down.
- **Electrical Outlets**
 - Outlet covers should be wiped off.
 - Cable/Internet Jack Should be wiped off.
- **Smoke Alarm - Do not touch the smoke alarm!**

INSTRUCTIONS CONTINUE ON OTHER SIDE

Suggested cleaners:

- Mirror/Windows – use a window or glass cleaner such as Windex
- Dawn soap mixed in a spray bottle with water will remove gunk on dressers and desks as well as hand oil residue on doors (closet and room door) where you grab the doors to open them.
- Magic erasers really are MAGIC when it comes to helping removing gunk and grime
- Shower walls and tub – use any soap scum cleaner such as Scrubbing Bubbles, or other shower cleaners.
- Toilet bowls should be cleaned with Lysol, Clorox, or other appropriate cleaners. NOTE: Toilets, sinks, and shower walls may require some effort to clean (i.e. elbow grease!)

Bathroom:

Mark each item as you complete:

- **Cabinets/Shelves**
Inside of medicine cabinet needs to be emptied. Shelves in medicine cabinet need to be taken out, cleaned and put back in place. Shelves on wall need to be emptied and wiped off. Please leave the medicine cabinet open for checkout.
- **Ceiling**
Bathroom ceiling must be free of all items including tape, putty nails, hooks, etc. Any residue on the ceiling needs to be reported to the CA upon checkout.
- **Floor**
Floor should be swept and mopped. It should be completely free of all debris and stains. Pay special attention to the area behind the toilet and between the toilet and bathtub. Baseboards should be wiped down
- **Shower/Bathtub Area**
Bathtubs should be completely drained and dried out. Bathtub floor, walls and ledges should all be cleaned and be completely free of hair, soap scum, mold and other stains. Shower walls should be wiped down and clear of any dirt, dust or stains. Soap dish should be wiped out and have no leftover soap or soap scum in it. All faucets, knobs and other fixtures should be wiped down and free of any stains.
- **Shower curtain & hooks**
Remove all your shower curtain & hooks from the shower rod.
- **Sink/Faucet/Aerator**
Sink should be cleaned out and free of any hair, soap scum or mold.
Faucet, knobs and other fixtures should be wiped down and free clear of any stains.
- **Mirror**
Mirror should be cleaned. It should be free of any writing, tape, smears, streaks, etc.
- **Radiator**
Should be wiped off and free of any stains, dust or dirt.
- **Walls**
Walls should be free of all tape, tape residue, nails, hooks, etc. as any stains caused by the tape. Walls should be wiped down as needed.
- **Lock Mechanism**
Door knob should be wiped down on each side.
- **Door**
Inside and outside of door should be wiped down and be free of tape, tape residue, nails, hooks, etc.
- **Electrical Outlets**
Outlet covers should be wiped off.
- **Light Fixture and Switch**
Light switch cover should be wiped off. Light covers, other than the one on the ceiling, should be wiped down
- **Toilet**
Toilet bowl should be cleaned and free of any debris.
There should be no visible stains in the toilet; pay special attention to the area under the rim. Outside of toilet bowl needs to be wiped off and be free of any stains, hair or debris. Pay special attention to the back of the bowl and the area directly behind the seat. Toilet seat needs to be wiped down and free of any dirt, dust or stains. Pipes behind the toilet should also be wiped down and free of stains.
- **Window**
Inside of windows should be washed and completely free of any stains, dirt or dust. Windowsills should be wiped down and clear of any stains, dirt or dust.
- **Towel Bars**
Should be wiped down and free of any dust or dirt
- **Exhaust Fan**
Fan should be wiped down and cleared of any dust

Other Items:

- Checked & emptied mailbox
- Took bicycle home
- Returned all keys to CA during checkout
- Took trash out directly to dumpster outside
- Completed forwarding address via QR code at desk

REMEMBER: YOU MUST CHECK OUT WITH A CA!