

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.

Room: Mark each item as you complete:

___Bed

Wiped down and be free of dust and dirt.

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:

Nattinger/Bradshaw/Ellis: Top bracket is 7-9 notches from the top

UCC,Fitzgerald,Nickerson,Panhellenic,Houts/Hosey: Notch 7 from the top

South Yeater, South Todd: Notch 5-6 from the top

You may need assistance in adjusting 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 caused by the tape.

___Windows

Inside of windows should be cleaned with window/galss cleaner and completely clear of any stains, dirt or dust.

Windowsills 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 pads 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.

Tilt the desk forward to makes sure nothing feel out the back and is under the desk.

Sweep and mop floor behind desk.

Pull desk away from wall 6-12 inches

___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.

___ 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 if 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, 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 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 Dawn soap, Scrubbing Bubbles, or other shower cleaner
- 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 mold 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, mole 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

12 shower curtain hooks should be hanging correctly on shower rod. (can use those you found when you checked in or your own)

___ 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 of any stains.

___ 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.

___ **Other Items:** Check and empty your mailbox Take your trash directly to the dumpster outside
Take bicycles home for the summer Complete Forwarding Address form via QR code at Front Desk.
Return all keys to CA when checking out.

___ Mirror

Mirror should be cleaned. It should be free of any writing, tape, smears, streaks, etc.

___ 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 clear 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

REMEMBER YOU MUST CHECKOUT WITH CA!

INSTRUCTIONS CONTINUE ON OTHER SIDE