

Avoid check out charges! Follow these guidelines when checking out of your residence hall room!

The following must be completed before the scheduled check out time with a staff member. To avoid charges, the bedroom and bathroom must be thoroughly cleaned before checking out. Each room and bathroom must be cleaned before

Room

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.
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. If chair is padded, must be free of stains.
Dresser	Top of dresser must be wiped off and be free of stains, dirt and dust. All drawers must be emptied and wiped out.
Closet area	Closets and areas above closet (if applicable) need to be completely emptied and wiped out. There should be no tape, nails, hooks, etc. on either side of the door.
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.
Dresser and Drawers	Top of drawers must be wiped off and be free of stains, dirt and dust. All drawers must be emptied and wiped out.
Door	Inside and outside of door should be wiped down and be free of tape, 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 carpet 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.
Telecommunications 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, 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. Window sills should be wiped down and clear of any stains, dirt or dust.

Bathroom

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.
Mirror	Mirror should be cleaned. It should be free of any writing, tape, smears, streaks, etc.
Ceiling	Bathroom ceiling must be free of all items including tape, putty, nails, hooks, etc. Any mold on the ceiling needs to be cleaned off.
Door	Inside and outside of door should be wiped down and be free of tape, 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. Pay special attention to the area behind the toilet and between the toilet and bathtub. Baseboards should be wiped down.
Light fixture and switch	Light switch cover should be wiped off. Light covers, other than the one on the ceiling, should be wiped down.
Radiator	Should be wiped off and free of any stains, dust or dirt.
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 should be wiped down and free of any soap scum or mold. Shower curtains may be laundered in washing machine but NOT dried – hang back up to dry.
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.
Stool	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 be free of stains
Towel Bars	Should be wiped down and free of any dust or dirt
Walls	Walls should be free of all tape, nails, hooks, etc. as well as any stains caused by the tape. Walls should be wiped down as needed.
Window/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.
Exhaust Fan	Fan should be wiped down and cleared of any dust.