

# CHECKOUT HOUSEKEEPING EXPECTATIONS

In order to avoid unnecessary custodial services charges, the following housekeeping items must be cleaned to the expectations 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 rooms to near-opening condition may result in charges being assessed to residents. If any excessive cleaning is required or repair of damages above normal wear and tear is made, 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**

- > anything in the room that is not university property
- > all personal bulk trash items should be removed completely from the residence hall & into proper disposal, recycling, or donation bins

## **FLOOR (incl. closet interior)**

- > no dirt/dust balls; vacuum! this includes behind desk(s) and dresser(s)
- > no trash, debris, stains, or spills

## **DRESSER(s) & DESK(s)**

- > **DRAWERS:** no dirt/dust balls, hair, debris, or trash
- > **EXTERIOR:** no dirt, spills, stains, sticky substances; remove 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
- > do not block dresser drawers, closets, or desk drawers
- > make sure there is space to walk into and around the room

## **WALLS, CEILING, WINDOW, DOORS (SURFACES)**

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

## **SINKS, BATHROOMS, KITCHEN APPLIANCES (as applicable)**

- > clean off all dirt, toothpaste residue, or stains
- > **BATHROOMS:** scrub clean and wipe down all bathroom areas (toilets, sinks, tubs, floors, etc.)
- > **KITCHENS:** clean and empty all appliances; do NOT turn off apartment/common area refrigerators
- \* residents of apartments should discuss a cleaning plan for the bathroom/kitchen areas prior to exams to avoid leaving the cleaning with the last person vacating; if these areas are not clean, all residents will be split-billed regardless of the day of checkout

**DO NOT transport or pack personal belongings in trash bags, or leave packed belongings in the hallways as they may be accidentally disposed of as garbage by building staff.**