Please take the time to read the information below and use the cleaning checklist to help you leave your room in satisfactory condition and avoid cleaning charges.


**Cleaning Checklist:**

- Remove dirt and dust by wiping down and/or vacuuming
- Bed – including mattress, base, drawers and frame
- All furniture
- Floor including under furniture, fridge and stove
- Drawers inside and out
- Closet including shelf
- All shelves
- Walls and windows
- Fridge – inside and out, including racks, shelves and door seal
- Freezer – inside and out, defrost if necessary
- Stove – all surfaces including hood fan
- Bathroom – all surfaces
- Remove all personal belongings
- Remove all garbage and recycling and dispose of it appropriately
- Remove all items from bulletin boards inside and outside of your room

**Move out day check list. To be fully checked out of your room:**

- Clean room
- Remove all personal belongings
- Close window
- Lock door
- Return your keys to the drop box by the mailboxes in the lobby

**After you’ve moved out:**

- Facilities staff will inspect the room and will document and take photos of anything left in an unclean or damaged condition
- This documentation will be compared to the Room Inventory Condition report completed when you moved into the room to determine if there is new unreported damage
- Student’s whose account has been assessed damage or extra cleaning charges will be emailed an outline of the charge along with documentation within a month of move out
- For more information including a list of possible damage and cleaning charges see here [http://bit.ly/2VBa8oG](http://bit.ly/2VBa8oG)