CLEANING CHECK LIST: HAMILTON HALL

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.

For more information visit the Residence & Housing web page http://bit.ly/2VBa8oG

Cleaning Checklist (Hamilton Hall):

☐ 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 Residence Office

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 can be found here: http://bit.ly/2VBa8oG