

# SUITES CLEANING CHECK-OUT LIST

This list is to help you insure that all areas of your room have been properly cared for and cleaned prior to you vacating. Listed after each description is the fee incurred if the area is not properly cleaned, as deemed by Residence Life. All students living together are equally liable for cleaning and damages unless prior arrangements have been made through your RD or CA.

## INSTRUCTIONS:

>>Residents should follow this list to avoid any cleaning/damage charges.

>>Fees are listed for anything damaged or left unclean. All fees will be shared by all roommates.

>>**NEW: Leave any unauthorized command hooks in room. Facilities will remove to minimize damage**

>>The Residential Life staff member will check and document any items not completed properly.

## GENERAL:

One vacuum cleaner is provided. If damaged or missing, a **\$550.00 fee** will be equally divided among residents.

Missing or damaged furniture will be billed at replacement cost.

Actual cost for painter/materials will be billed to account for graffiti.

Damage from smoking will be assessed and charged accordingly. **\$100.00 minimum fee**

Damage caused by animals will be assessed and charged accordingly.

Remove tape, personal towel bars/mirrors, memo boards. Items left or damage to wall **\$50.00 min fee.**

Glued hooks/damage to sheetrock will have a **\$50.00 minimum fee.**

Contact paper is prohibited. Damage from the removal will be assessed and charged. **\$50.00 min fee.**

Stains and damage to carpeting will incur a **\$50.00 minimum fee.**

Remove all trash to dumpsters outside of apts. Failure to do so will result in a **\$75.00 minimum removal fee.**

Missing recycling bins **small \$15.00 / large \$25.00.**

Clean in front of apartment. Sweep landing/stairs. Failure to do so will result in a **\$50.00 minimum cleaning fee.**

Clean the windows. Damage to screen **\$50.00 minimum fee.** Complete screen replacement (including frame) **\$50.00 minimum fee.**

Remove all personal items/furniture inside and in hallway/front step/porch. Failure to do so will result in a **\$50.00 improper checkout fee.**

Disposal of items/furniture left behind **\$50.00 minimum removal fee.**

## BATHROOM(S):

Leave shower curtain (if applicable). **\$25.00 fee if missing, \$10 if hooks are missing.**

Clean tub/shower/toilet/sink (Do NOT use powdered cleansers). Failure will result in a **\$25.00 minimum cleaning fee.**

Clean out cabinets, wash mirrors. Failure to do so will result in a **\$50.00 minimum cleaning fee.**

Wash all walls, woodwork and doors. Failure to do so will result in a **\$50.00 minimum cleaning fee.**

Wipe up floor. Failure to do so will result in a **\$50.00 minimum cleaning fee.**

## SUITES CLEANING CHECK-OUT LIST

### INSTRUCTIONS:

>>Residents should follow this list to avoid any cleaning/damage charges.

>>Fees are listed for anything damaged or left unclean. All fees will be shared by all roommates.

>>The Residential Life staff member will check and document any items not completed properly.

### BEDROOMS:

\_\_\_\_\_ Damaged mattresses will be assessed and charged. **Minimum \$50.00 cleaning fee.**

\_\_\_\_\_ Clean marks off of walls, wash doors and woodwork. Failure to do so will result in a **\$50.00 minimum cleaning fee.**

\_\_\_\_\_ Remove personal belongings and clean closets/shelves/drawers. Failure to do so will result in a **\$50.00 cleaning/removal fee.**

\_\_\_\_\_ Sweep edges of carpet and vacuum. Failure to do so will result in a **\$50.00 minimum cleaning fee.**

\_\_\_\_\_ Wipe off furniture. Failure to do so will result in a **\$50.00 minimum cleaning fee.**

\_\_\_\_\_ Missing or damaged furniture will be billed at replacement cost.

### LIVINGROOM:

\_\_\_\_\_ Remove all couch/chair cushions and clean underneath. Failure to do so will result in a **\$50.00 minimum cleaning fee.**

\_\_\_\_\_ Sweep edges of carpet and vacuum. Clean/remove spots. Failure to do so will result in a **\$50.00 minimum cleaning fee.**

\_\_\_\_\_ Wash off all furniture. Failure to do so will result in a **\$50.00 minimum cleaning fee.**

\_\_\_\_\_ Clean marks off walls, wash off doors & woodwork. Failure to do so will result in a **\$50.00 minimum cleaning fee.**

\_\_\_\_\_ Missing or damaged furniture will be billed at replacement cost.