Bedroom Cleaning Checklist

To be completed before your scheduled checkout time with your RA. Tape this on your bedroom door and leave until RA checks you out.

All tape, staples, tacks, nails, sticky stuff, contact paper, etc. should be removed from the windows, doors, walls, ceiling, mirrors, etc. (except this form). If you are concerned about materials taking paint off the wall, wait for your check-out with your RA to remove materials. 3M products that were advertised at the beginning of the year and properly removed in the presence of an RA and cause damage will not be billed to residents. Students will be billed for all other damage to the walls.

Wipe out all drawers in the dresser and desk with a damp cloth or Clorox Wipe. Clean the top, sides, and front of the dresser and desk. Wash bookcases - make sure to clean the top, too!

Wash all spots and writing off the walls. Clean the door (inside and outside.)

Wipe off closet shelves.

Chairs should be clean.

Wipe down bed frames and reattach all ends firmly to the frame as indicated on the back of this sheet.

Fold mattress pad neatly and place on desk.

Roll cable cord and place on closet shelf.

Tip mattress up on bed frame and prop against the wall.

Vacuum room completely. Make sure to clean under the beds and desks (this will require moving furniture). If this is not completely cleaned, you will be billed. Vacuums can be checked out at the front desk.

Dust window blinds (or wipe gently with a damp cloth or Clorox wipe).

 Carry all trash and recycling containers to the dumpsters outside the building. Wash out trash can.

Check your mailbox one last time before check out!

Turn in your room key to your RA upon checkout. Missing keys will be billed - Room Key $50.

Check out with RA. Arrange a time to check out at least 24 hours in advance. Failure to check out properly will result in an improper check out fine, plus any additional cleaning and/or damage fees.
NOTE: BED FRAME IS TO BE PLACED ON THE SETTING EXPLAINED IN THIS DIAGRAM.