

## Check-Out Cleaning Checklist

To speed up the checkout process and reduce the risk of added charges, please complete this cleaning checklist **prior** to your scheduled checkout day and time.

**Your area should be left in the same condition that it was in when you moved in. Anything other than this may result in full or partial loss of your deposit.**

### Furniture

	<i>Bed</i>	Remove all bedding, including but not limited to: sheets, blankets, mattress pads, and pillows
	<i>Desk</i>	Remove all personal belongings, garbage, food crumbs, and wipe with a cloth to remove any dust/debris
	<i>Wardrobe</i>	Remove all personal belonging, including but not limited to: clothing, hangers, personal items, garbage, and food/crumbs, and wipe with a cloth to remove any dust/debris
	<i>Stacking Drawers</i>	Remove all personal belongings, including but not limited to: clothing, personal items, garbage, and food/crumbs, and wipe with a cloth to remove dust/debris

**\*\*\*Be sure to remove any stickers and/or tape that you have used**

### Window

	<i>Screen</i>	Ensure that the screen is securely attached
	<i>Window Sill</i>	Remove any and all personal belongings such as décor, and curtains; remove tape and/or hooks (if you placed them). Wipe out the window sill to remove any dust/debris
	<i>Glass</i>	Remove any smudges, splatters, and/or tape from the inside of the glass, completely close the window, and latch both upper and lower locks
	<i>Blinds</i>	Inspect blinds for splatters of any kind - wipe off any debris. Raise blinds completely

## Checkout Cleaning Checklist continued...

### Room

	<i>Floor</i>	Remove any and all personal belongings - check all drawers, doors, and under the bed. Remove all trash. Vacuum the floor
	<i>Walls</i>	Remove any and all personal belongings, including but not limited to: posters, décor, hooks (if you placed them), cords, etc. Remove tape and/or any sticky residue.
	<i>Ceiling</i>	Remove any and all personal belonging, including but not limited to: posters, décor, hooks (if you placed them). Remove any tape and/or sticky residue
	<i>Trash/Recycling</i>	Remove all trash and recycling, and dispose of properly - trash bags can be provided - ask your RA/RLM

**\*\*\* All trash and recycling in your room and pod are the responsibility of you and your room/pod-mates. Trash and/or recycling that is left in the pod will result in a fee. If the responsible party is not identified, the fee is divided among all pod mates.**

### Pod Bathroom

	<i>Sink</i>	Remove any and all personal items. Wipe down sink area.
	<i>Storage</i>	Remove any and all personal items. Wipe out cupboard.
	<i>Toilet</i>	Remove any and all personal items.
	<i>Showers</i>	Remove any and all personal items.

### Common Areas

	<i>Pod Trash/Recycling</i>	Remove any and all trash and recycling from the pod area. - See note under 'Room' above regarding trash/recycling responsibility.
	<i>Kitchen</i>	Remove your food from the freezer, fridge, cupboards. Clean up any spills in the freezer, fridge, stove/over and/or cupboards/counters. Clean up any and all of you dishes.
	<i>Lounge area</i>	Scan the area for any and all personal belongings, including at the computer/printer station.
	<i>Outside area</i>	Remove any personal belonging, such as a bike/bike lock, scooter, etc. from the outdoors area.