

## MOVE OUT CHECK LIST

College staff will rigorously inspect all spaces when you check-out. You will be billed for cleaning that you do not complete yourself and for any damages done to the space or furnishings. You should clean your space thoroughly and complete all tasks on this checklist to avoid charges. If there are damages, please **DO NOT** attempt to fix them yourself (i.e. spackle or put toothpaste in holes, paint, etc.). You will be charged more for improper repairs.

<u>ALL RESIDENCES</u>	<u>APARTMENTS</u>
<p><input type="checkbox"/> <b><u>Carpet:</u></b></p> <ul style="list-style-type: none"><li>• Vacuum and remove all small trash etc. if you can scrub out a small stain do so, if stains remain you may be billed for cleaning and/or replacement as needed.</li></ul>	<p><input type="checkbox"/> <b><u>In the Kitchen:</u></b></p> <ul style="list-style-type: none"><li>• Clean cabinets, countertops, drawers, clean walls (especially around stove and garbage can), stove top, under the stove top and hood above the fan cover, oven and broiler (inside and out), sink, floor, ceiling and light covers, recycling bins (please have these empty and clean)</li></ul>
<p><input type="checkbox"/> <b><u>Walls/Ceilings:</u></b></p> <ul style="list-style-type: none"><li>• Get everything off of the walls. Remove push-pins, staples, putty tape or anything else used to post decorations. Clean off messes around trash and recycling containers. Remove glow in the dark stick - ups, hooks or anything else on the walls and ceilings.</li></ul>	<p><input type="checkbox"/> <b><u>In the living area:</u></b></p> <ul style="list-style-type: none"><li>• Vacuum carpet, clean windows, sills furniture, walls and ceiling</li></ul>
<p><input type="checkbox"/> <b><u>Doors:</u></b></p> <ul style="list-style-type: none"><li>• Clear off the bulleting boards and clean off mess or smudges on your door(s).</li></ul>	<p><input type="checkbox"/> <b><u>In the bathrooms:</u></b></p> <ul style="list-style-type: none"><li>• Clean toilet, shower and shower door (inside and out), or tub and curtain, medicine cabinet, sinks and faucets, countertops, light covers, walls, ceiling, mirrors, and sweep and mop floors</li></ul>
<p><input type="checkbox"/> <b><u>Furniture:</u></b></p> <ul style="list-style-type: none"><li>• Return all furnishings to their move-in configuration. If you assembled your bed differently, reassemble it the way it was when you moved-in.</li></ul>	<p><input type="checkbox"/> <b><u>In the dining room:</u></b></p> <ul style="list-style-type: none"><li>• Vacuum, clean ceiling, wipe down table and chairs, light fixture, pantry, and sliding glass door</li></ul>
<p><input type="checkbox"/> <b><u>Trash/Recycling:</u></b></p> <ul style="list-style-type: none"><li>• Remove all trash and recyclables and take them to the appropriate bins outside. Clean to all bins and leave them empty in your space.</li></ul>	<p><input type="checkbox"/> <b><u>In the hallway:</u></b></p> <ul style="list-style-type: none"><li>• Sweep and mop floor, clean walls, and the louvered doors and heating vent (located near the kitchen)</li></ul>
<p><input type="checkbox"/> <b><u>Dining hall dishes:</u></b></p> <ul style="list-style-type: none"><li>• Return any “borrowed” dining hall dishes to amnesty boxes. Returning these helps us keep the cost of the meal plan lower rather than raising prices to buy new dishes.</li></ul>	<p><input type="checkbox"/> <b><u>Outside the front door:</u></b></p> <ul style="list-style-type: none"><li>• Residents are responsible for the area directly outside their front door. Sweep and de-clutter this area</li></ul>