



## Residence Hall Check-Out Guide

The Residence Hall Contract states students must use the established check-out procedures upon termination of their contracts. Students who fail to return their issued key(s) will be charged for the lock change(s). Students who fail to clean and/or cause damage to the room, suite, or apartment and its contents will be charged a fee for RMC personnel to clean and repair the room, suite, or apartment, furnishings and equipment. Students who fail to properly check-out of their assigned space by the established hall closing date and time will be charged an improper check-out fee of \$150. Students are responsible for providing their own cleaning materials. Please use the list below as a guide for a successful proper check-out of your residence hall room.

1. Remove all personal belongings from the building (don't forget anything you may have in shared community spaces).
2. Properly arrange furniture using the established room layout map for your assigned room.
3. Thoroughly clean your assigned space – the entire space must be cleaned before you can be checked-out even if you have roommate(s) still there.
4. Clean and return all issued keys to the Office of Residence Life key drop box located in the Bair Family Student Center.

### CLEANING LISTS

#### **Anderson Hall**

- Vacuum carpet/sweep & mop hard floors
- Baseboards – removing dust/dirt and scuff marks
- Walls – removing dust/dirt, scuff marks, tacks, nails, hooks, tape, etc.
- Light fixtures
- Door including hardware and frame – removing dust/dirt, scuff marks, posters, signs, tape, etc.
- Closets - doors, shelves, drawers (inside and out), and hardware
- Mirrors
- Furniture - bed, desk (including drawers/shelves), and chair
- Window ledge, tracks and inside glass
- Light switches and outlet plates
- Heat registers
- Trash can – do not put in new bag

#### **Widenhouse Hall**

- Vacuum carpet/sweep & mop hard floors
- Baseboards – removing dust/dirt and scuff marks
- Walls – removing dust/dirt, scuff marks, tacks, nails, hooks, tape, etc.
- Light fixtures
- Window ledge, tracks and inside glass
- Doors (room and bathroom) including hardware and frame – removing dust/dirt, scuff marks, posters, signs, tape, etc.
- Light switches and outlet plates
- Furniture - bed, desk (including drawers/shelves), dresser (inside and out), chair, and closet (doors, shelves and hardware)
- Bathroom floor (sweep and mop)
- Toilet (in and around)
- Tub/shower and faucets – REMOVE shower curtains and LEAVE shower hooks
- Sink(s) and faucets
- Towel bars and toilet paper dispenser (remove toilet paper)
- Mirrors
- Kitchenette and vanity cupboards and drawers (inside and out)
- Microwave (inside and out) – pull off shelf and clean shelf underneath
- Refrigerator (inside and out) – vacuum carpet underneath
- Countertops and backsplashes
- Heat registers
- Trash can – wash and do not put in new bag

#### **Rimview Hall**

- Vacuum carpet/sweep & mop hard floors
- Baseboards – removing dust/dirt and scuff marks
- Walls – removing dust/dirt, scuff marks, tacks, nails, hooks, tape, etc.
- Light fixtures

- Window ledge, tracks, inside glass and blinds
- Doors (room and bathrooms) including hardware and frame – removing dust/dirt, scuff marks, posters, signs, tape, etc.
- Light switches and outlet plates
- Bedroom furniture - bed, desk (including drawers/shelves), dresser (inside and out), chair, and closet (doors, shelves and hardware)
- Living room furniture – couch (1), chair (2) vacuum; coffee table
- Bathroom floor (sweep and mop)
- Toilet (in and around)
- Shower and faucets – REMOVE shower curtains and LEAVE shower hooks
- Sink(s) and faucets
- Towel bars and toilet paper dispensers (remove toilet paper)
- Mirrors
- Kitchenette and vanity shelves and drawers (inside and out)
- Microwave (inside and out) – pull of shelf and clean shelf underneath
- Refrigerator/freezer (inside and out) – pull out and clean floor underneath
- Countertops and backsplashes
- Trash can – wash and do not put in new bag
- Pantry shelves
- Vent covers

#### **Jorgenson Hall**

- Vacuum carpet/sweep & mop hard floors
- Baseboards – removing dust/dirt and scuff marks
- Walls – removing dust/dirt, scuff marks, tacks, nails, hooks, tape, etc.
- Light fixtures
- Window ledge, tracks, glass (inside and out), and blinds
- Doors (room, bathroom and closets) including hardware and frame – removing dust/dirt, scuff marks, posters, signs, tape, etc.
- Light switches and outlet plates
- Closet shelves
- Bathroom and kitchen floor (sweep and mop; remove scuff marks)
- Toilet (in and around)
- Shower/tub and faucets – REMOVE shower curtains and LEAVE shower hooks
- Sink(s) and faucets
- Towel bars and toilet paper dispenser (remove toilet paper)
- Mirror
- Kitchen and vanity cupboards and drawers (inside and out)
- Refrigerator/freezer and stove (inside and out) – pull out and clean floor underneath
- Countertops and backsplashes
- Heat registers

#### **Suggested supplies list**

- Broom and dust pan
- Vacuum
- Mop
- Cleaning bucket
- Cleaning rags
- Magic erasers (great for scuff marks)
- Hard surface cleaning solution
- Mirror and glass cleaner
- Goo gone (good for removing sticky residue)