DEPAUW UNIVERSITY

Est. 1837

Rector Village Move-Out Cleaning Checklist
Campus Living & Community Development

Your Rector Village Suite must be thoroughly cleaned before you move out. This includes both the common areas – such as hallways, the living room, kitchen & bathrooms – as well as your individual bedroom. It is expected that your entire suite will be cleaned, returning to its original condition when you moved in.

Tips for making checking out go smoothly:

- Begin sending any items you won't need back home and/or storing them in a storage unit before the end of the semester.
- Start cleaning at least a week before you actually move out of the unit.
- Talk with your roommates about the assignment of the cleaning tasks contained in this message. You & your roommates should make a plan for the cleaning of the unit.
- Remove all personal belongings from your individual room, bathroom, kitchen, closets & living room of the unit.
- Please do not use abrasive cleaners or scouring pads/steel wool when cleaning any surface in the unit, as you will be charged for damaging these surfaces with such products.

Below is a cleaning checklist for Rector Village.
Please feel free to use this list when determining individual closing tasks for you & your roommates.

General Cleaning

- ☐ Vacuum all carpeted areas & flooring, under & behind furniture
- ☐ Vacuum all storage areas (closets), making sure all personal items have been removed

Living Room

- ☐ Vacuum under & behind living room furniture & cushions
- ☐ Wipe down tables/wooden furniture

Kitchen

- ☐ Sweep & scrub kitchen floor clean with cleaner & water
- ☐ Scrub clean all cabinet & surfaces with disinfectant cleaner & water
- ☐ Wash all shelves, drawers with cleaner & water in both the refrigerator & freezer. Be sure to clean drawers & under drawers
- ☐ Clean stove top, drip pans & under drip pans with non-abrasive cleaner
- ☐ Wipe out the inside of your microwave
- ☐ Wipe inside of the stove bottom drawer clean with cleaner & water
- ☐ Wipe off front with glass cleaner & make sure your dishwasher is emptied (if applicable)

Bedroom(s)

- ☐ Dust blinds/window treatments
- ☐ Dust dresser & clean inside drawers, making sure all personal items are removed
- ☐ Dust desk top and make sure all personal items are removed from drawers
- ☐ Vacuum carpet thoroughly in closet & be sure all personal items are removed
- ☐ Vacuum under & behind furniture in individual bedrooms

Bathroom:

- ☐ Clean the bathtub/shower & bathroom with non-abrasive cleanser to clean sides & bottom of tub, shower walls & faucet. Clean outside of tub/shower
- ☐ Clean the toilet with cleaner & scrub brush to scrub bowl & under rim. Use disinfectant cleaner to clean tank top & sides, toilet bowl & base of toilet.
- ☐ Vanity Area in the bathroom should be cleaned with disinfectant. Be sure to check inside drawers and cabinets for personal items
- ☐ Wipe down mirrors using glass cleaner
- ☐ Sweep & scrub bathroom floor with disinfectant cleaner.