



# DEPAUW UNIVERSITY

Est. 1837

## **Residence Hall Move-Out Cleaning Checklist** **Campus Living & Community Development**

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Your individual bedroom must be thoroughly cleaned before you move out. It is expected that your room (suite) will be cleaned; returning to its original condition when you moved in with all trash and personal items disposed of/removed.

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 roommate(s) about the assignment of the cleaning tasks contained in this message. You & your roommates should make a plan for the cleaning of the bedroom (suite).
- Remove all personal belongings from your individual room: including in drawers, closets or suite-areas.
- Be sure that you take all garbage to proper receptacles, such as dumpsters that are located outside of the residence halls.

***Please be sure the following items are complete prior to your move-out***

- Vacuum all carpeted areas & flooring, including under & behind furniture (bed, desk, dresser)
- Vacuum carpet thoroughly in closet & be sure all personal items are removed
- Wipe down desk tops, ledges and any wooden furniture surface
- 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
- Wipe down mirrors using glass cleaner
- Un-loft your bedroom furniture

# Housing, Damage and Vandalism Fee Schedule

2018

## General Items

Excessive Cleaning.....	\$50.00
Fire Extinguisher .....	\$150.00
Loft/Bunk Disassembling.....	\$50.00
Removal of Large Items.....	\$50.00
Removal of Personal Items .....	\$25.00

## Appliances

Dishwasher.....	\$100.00
Dryer .....	\$100.00
Microwave.....	\$100.00
Refrigerator .....	\$100.00
Stove Damage .....	\$100.00
Washer .....	\$100.00
Water Fountain.....	\$325.00

## Doors|Keys|Locks

Door Cleaning (Tape, Writing, etc.).....	\$25.00
Door Off Hinges .....	\$75.00
Door Repair .....	\$75.00
External Lock Change/Damage .....	\$75.00
Interior Lock Change/Damage .....	\$75.00
Lost Key .....	\$75.00
Peep Hole Missing.....	\$25.00
Replacement.....	\$200.00

## Floors and Carpet

Flooring Damaged or Missing.....	\$50.00
Not Vacuumed or Mopped.....	\$25.00
Stain (Excessive) .....	\$100.00
Stain (Spot).....	\$50.00

Wax, Tape, or Gum .....	\$50.00
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## Fixtures

Electrical Receptacle Loose/Off.....	\$50.00
Electrical Receptacle Missing/Broken.....	\$50.00
Light Cover Loose/Off .....	\$50.00
Light Fixture Cover Missing/Broken.....	\$75.00
Smoke Detector Loose/Off.....	\$50.00
Smoke Detector Missing/Broken.....	\$100.00
Thermostat Cover Loose/Off.....	\$50.00
Thermostat Cover Missing/Broken .....	\$75.00

## Furniture Damage

Burn Mark .....	\$100.00
Clean Hard Surface (Tape, Writing, etc.).....	\$25.00
Clean Soft Surface (Entire) .....	\$100.00
Clean Soft Surface (Spot).....	\$50.00
Repair .....	\$50.00
Upholstery Damage .....	\$100.00

## Furniture Replacement

Bed Ends .....	\$200.00
Bed Platform .....	\$50.00
Bed Rails.....	\$50.00
Chair.....	\$350.00
Couch .....	\$750.00
Desk Chair.....	\$150.00
Desk Light.....	\$25.00
Desk Organizer.....	\$100.00
Desk.....	\$300.00
Dining Table .....	\$250.00
Dresser .....	\$250.00
Ladder.....	\$125.00

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2018

Lamp Shade .....	\$25.00
Lamp .....	\$100.00
Loveseat .....	\$500.00
Mattress .....	\$150.00
Ottoman.....	\$100.00
Peg or Hook.....	\$25.00
Shelves.....	\$100.00
Side Table .....	\$50.00
Towel Rack .....	\$25.00
Trash Can/Recycling Bin .....	\$25.00
Two Position Chair .....	\$150.00

## HVAC

Damage to Unit .....	\$200.00
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## Walls and Ceilings

Baseboard Replacement .....	\$50.00
Cleaning (Tape, Writing, etc.) .....	\$25.00
Fix and Repaint (Large).....	\$200.00
Fix and Repaint (Small).....	\$100.00
Items Left Up (Large).....	\$50.00
Items Left Up (Small).....	\$25.00
Repainting (One Wall) .....	\$75.00
Repainting (Two Walls or More).....	\$150.00

## Windows|Screens|Blinds

Blinds Missing/Broken .....	\$50.00
Broken Glass.....	\$100.00
Missing Screen.....	\$50.00
Reinstall Screen.....	\$25.00
Repair Screen .....	\$50.00

## Rentals

Loft Kits .....	\$75.00
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## Housing

Nonessential Early Arrival.....	\$100.00
Unauthorized Check-In .....	\$100.00
Extension Granted .....	\$25.00
Late Extension Granted .....	\$50.00
Late Check-Out .....	\$50.00
first hour, \$25.00 each additional hour	
Late Departure .....	\$50.00
first hour, \$25.00 each additional hour	
Failure to Check-Out Properly .....	\$50.00