

Housing and Residence Life

Move-Out Cleaning Checklist

Your assigned space(s) must be thoroughly cleaned before you move out; returning to its original condition when you moved in with all trash and personal items disposed of/removed and issued keys returned.

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.
- Talk with your roommate(s) about the assignment of the cleaning tasks contained in this message.
- Remove all personal belongings from your room and common areas where applicable
- Be sure that you take all garbage to the proper receptacles.

Please be sure the following items are complete prior to your move-out to avoid additional charges

Bedroom - All University Housing

- Vacuum all carpeted areas & flooring, including under & behind furniture (bed, desk, dresser)
- Wipe down all areas including desk tops, blinds, dressers.
- Remove all personal belongings; checking drawers and closets.

Bathroom - Houses and Apartments

- Clean the bathtub/shower & bathroom with nonabrasive 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 floor with disinfectant cleaner

Kitchen - Houses and Apartments

- 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)

Living Room - Houses and Apartments

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

Loft Kits

- If you were issued a loft kit you are required to disassemble the loft kit. Do not disassemble the bed.