



# 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