

YOU MUST CHECKOUT IN PERSON WITH A COMMUNITY ADVISOR!

The information below explains how you should clean and prepare your room and bathroom. Every room and bathroom must be cleaned and prepared before resident checks out. If your room and bathroom are not clean and prepared it will result in a \$100 improper checkout fine being charged to your student bill.

Wiped down and be free of dust and dirt.

Laminate is peeling, leave it on do not peel it off.

Bed moved 6-12 inches away from the wall

Beds MUST be unbunked

Sweep behind and under the bed

Floor should be completely free of all debris and stains, including stains left by tape.

It should be Sweep and mop under the bed and behind the bed, desk, and dresser if dresser if not between closets.

Nattinger/Bradshaw/Ellis: Top bracket is 7-9 notches from the top

UCC,Fitzgerald,Nickerson,Panhellenic,Houts/Hosey: Notch 7 from the top

South Yeater, South Todd: Notch 5-6 from the top

Wipe down all mattresses on both sides with damp cloth to remove any stains.

Baseboards should be wiped down.

Walls should be wiped down as needed.

Walls should be free of all tape, tape residue, command strips, nails, hooks, etc. as well as any stains caused by the tape.

Inside of windows should be cleaned with window/galss cleaner and completely clear of any stains, dirt or dust.

Windowsills should be wiped down and clear of any stains, dirt or dust.

Ceiling must be free of all items including tape, putty, well as any stains caused by the tape.

Mirror should be cleaned with glass/window cleaner. It should be free of any writing, tape, smears, streaks, etc.

Blinds should be clean. Open and close them each way to ensure this is so.

Screen should be free of any debris stuck in it and securely in place.

Closets areas above closet (if applicable) need to

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