

Living Room Cleaning Checklist

To be completed before your scheduled checkout time with your RA.
Roommates are to work together to ensure that room is clean for check-out.

- _____ Vacuum room completely. Make sure to clean under the chairs and tables (this will require moving furniture). If this is not completely cleaned, you will be billed.
- _____ Arrange furniture according to diagram **on the back of this sheet**. All furniture should be pulled away from the wall to allow RA to check floor and wall.
- _____ All tape, staples, tacks, nails, sticky stuff, contact paper, etc. should be removed from the windows, doors, walls, ceiling, vent, etc. **If you are concerned about materials taking paint off the wall, wait for your suite check-out with your RA to remove materials. 3M products that were advertised at the beginning of the year and properly removed in the presence of an RA and cause damage will not be billed to residents. Students will be billed for all other damage to the walls.**
- _____ Remove all personal items from living room.
- _____ Wipe off the coffee table and end table with a damp cloth or Clorox Wipe.
- _____ Wash all spots and writing off the walls.
- _____ Furniture should be clean.
- _____ Dust window blinds (or wipe gently with a damp cloth or Clorox wipe).
- _____ Close and lock both windows.
- _____ When last resident leaves the suite at end of semester, turn the thermostat off.
- _____ Check out with RA. **Arrange a time to check out at least 24 hours in advance.** Failure to check out properly will result in \$15 improper check out fine, plus any additional cleaning and/or damage fees.

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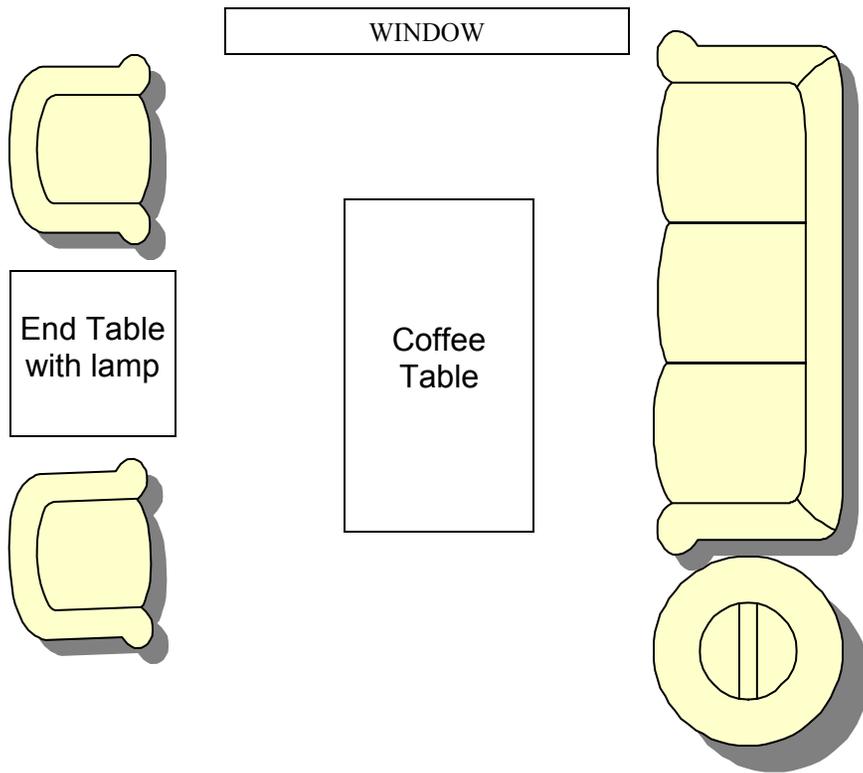


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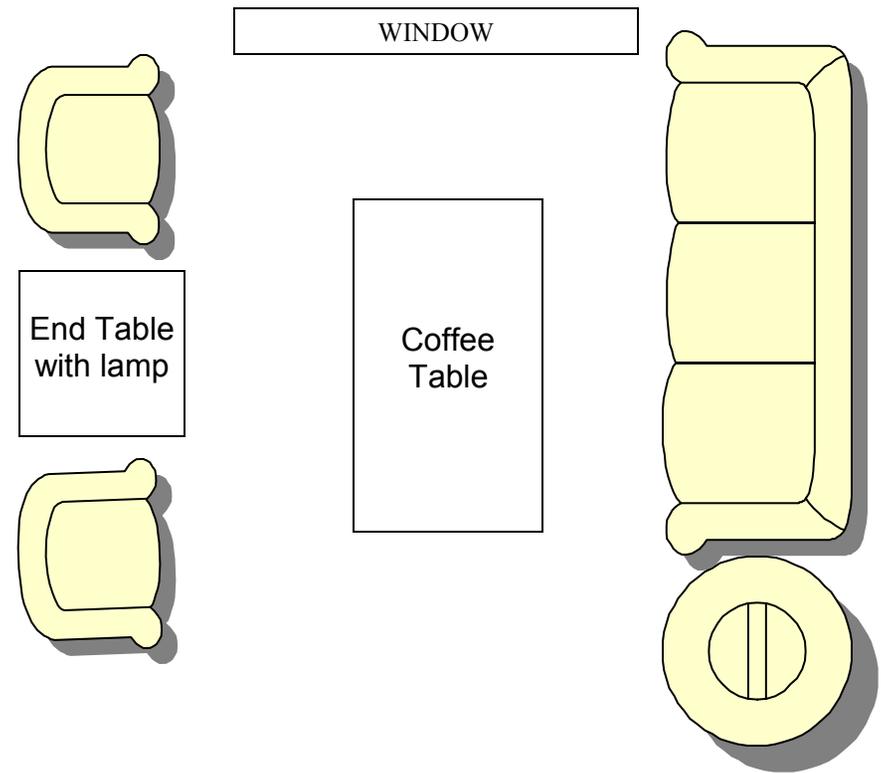
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Southwest Hall
Living Room Setup - End of Year



- Locate cable/internet/phone port in living room. That is the side of the room that the two chairs and end table will be placed on. Some suites will be opposite than the setup above, depending on the location of the port in the wall.
- Place the short lamp on the end table in between the two chairs. Plug lamp into the TOP outlet.
- Coffee table goes in the center of the room.
- Floor lamp is located at the end of the couch. Plug lamp into top outlet and turn lamp on. The on/off of this lamp should be controlled by the light switch in the hallway by the kitchen.

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