



## Residence Hall Check-Out Guide

The Residence Hall Contract states students must use the established check-out procedures upon termination of their contracts. Students who fail to return their issued key(s) will be charged for the lock change(s). Students who fail to clean and/or cause damage to the room, suite, or apartment and its contents will be charged a fee for RMC personnel to clean and repair the room, suite, or apartment, furnishings, and equipment. Students who fail to properly check-out of their assigned space by the established hall closing date and time will be charged an improper check-out fee of \$150. Students are responsible for providing their own cleaning materials. Please use the list below as a guide for a successful proper check-out of your residence hall room.

1. Schedule a check-out date and time with the residence life staff in your assigned hall.
2. Remove all personal belongings from the building (don't forget anything you may have in shared community spaces).
3. Properly arrange furniture using the established room layout map for your assigned room.
4. Thoroughly clean your assigned space – the entire space must be cleaned before you can be checked-out, even if you have a roommate still there.
5. Clean all issued keys.
6. Attend your scheduled check-out having all issued keys ready to be returned. Check-outs take approximately 30 minutes.

### CLEANING LISTS

#### Anderson Hall

- Vacuum carpet
- Baseboards – remove dust/dirt and scuff marks
- Walls – remove dust/dirt, scuff marks, tacks, nails, hooks, tape, etc.
- Light fixtures
- Door including hardware and frame – remove dust/dirt, scuff marks, posters, signs, tape, etc.
- Closets – doors, shelves, drawers (inside and out), and hardware
- Mirrors
- Furniture – bed, desk (including drawers/shelves), and chair
- Window ledge, tracks, and inside glass
- Light switches and outlet plates
- Heat registers
- Trash can – do not put in new bag

#### Widenhouse Hall

- Vacuum carpet
- Baseboards – remove dust/dirt and scuff marks
- Walls – remove dust/dirt, scuff marks, tacks, nails, hooks, tape, etc.
- Light fixtures
- Window ledge, tracks, and inside glass
- Doors (room and bathroom) including hardware and frame – remove dust/dirt, scuff marks, posters, signs, tape, etc.
- Light switches and outlet plates
- Furniture – bed, desk (including drawers/shelves), dresser (inside and out), chair, and closet (doors, shelves and hardware)
- Bathroom floor (sweep and mop)
- Toilet (in and around)
- Tub/shower and faucets – remove shower curtains and hooks
- Sink(s) and faucets
- Towel bars and toilet paper dispenser (remove toilet paper)
- Mirrors
- Kitchenette and vanity cupboards and drawers (inside and out)
- Microwave (inside and out) – pull off shelf and clean shelf underneath
- Refrigerator (inside and out) – vacuum carpet underneath
- Countertops and back splashes

- Heat registers
- Trash can – wash and do not put in new bag

### **Rimview Hall**

- Vacuum carpet
- Baseboards – remove dust/dirt and scuff marks
- Walls – remove dust/dirt, scuff marks, tacks, nails, hooks, tape, etc.
- Light fixtures
- Window ledge, tracks, inside glass, and blinds
- Doors (room and bathrooms) including hardware and frame – remove dust/dirt, scuff marks, posters, signs, tape, etc.
- Light switches and outlet plates
- Bedroom furniture – bed, desk (including drawers/shelves), dresser (inside and out), chair, and closet (doors, shelves and hardware)
- Living room furniture – couch (1), chair (2) vacuum; coffee table
- Bathroom floor (sweep and mop)
- Toilet (in and around)
- Shower and faucets – remove shower curtains and hooks
- Sink(s) and faucets
- Towel bars and toilet paper dispensers (remove toilet paper)
- Mirrors
- Kitchenette and vanity shelves and drawers (inside and out)
- Microwave (inside and out) – pull off shelf and clean shelf underneath
- Refrigerator/freezer (inside and out) – pull out and clean floor underneath
- Countertops and back splashes
- Trash can – wash and do not put in new bag
- Pantry shelves
- Vent covers

### **Jorgenson Hall**

- Vacuum carpet
- Baseboards – remove dust/dirt and scuff marks
- Walls – remove dust/dirt, scuff marks, tacks, nails, hooks, tape, etc.
- Light fixtures
- Window ledge, tracks, glass (inside and out), and blinds
- Doors (room, bathroom, and closets) including hardware and frame – remove dust/dirt, scuff marks, posters, signs, tape, etc.
- Light switches and outlet plates
- Closet shelves
- Bathroom and kitchen floor (sweep and mop; remove scuff marks)
- Toilet (in and around)
- Shower/tub and faucets – remove shower curtains and hooks
- Sink(s) and faucets
- Towel bars and toilet paper dispenser (remove toilet paper)
- Mirror
- Kitchen and vanity cupboards and drawers (inside and out)
- Refrigerator/freezer and stove (inside and out) – pull out and clean floor underneath
- Countertops and back splashes
- Heat registers

### **Suggested supplies list**

- Broom and dust pan (Widenhouse, Rimview, and Jorgenson only)
- Vacuum
- Mop
- Cleaning bucket
- Cleaning rags
- Magic erasers (great for scuff marks)

- Hard surface cleaning solution (Pine-Sol or bleach work well)
- Mirror and glass cleaner
- Goo Gone (good for removing sticky residue)