

## Residence Hall & Apartment Move Out Cleaning Guidelines

Your room, cluster, studio, and/or apartment should be thoroughly cleaned before move out. The bedroom may be immediately reassigned to another person, so please leave it in move in ready condition. All residents of a cluster, studio, or apartment are equally responsible for cleaning all of the common areas (kitchen, bathroom(s), hallway, living room and closets) and keeping these areas in good condition.

### The following applies to all rooms, clusters, studios, and apartments:

- Walls, doors, and ceilings should be free of dust, dirt, grease, spots, finger marks, and pen marks. Remove all hooks, nails, stickers, etc. DO NOT spackle or patch holes. All locks must be in working order.
- Floors should be swept free of dirt and litter and should be mopped as necessary. Carpets should be vacuumed including inside the closet, if applicable, and behind/underneath all furniture.
- Windows should be cleaned on the inside only with window cleaner. Vacuum and wash window tracks and sills.
- Desk surface areas, drawers, and shelves must be wiped down. Remove contact paper from shelves and remove any shelves you may have installed.
- Return all furniture to its original configuration and location. Any bed parts that were checked out must be returned to the Bed Parts Room (McCarty Hall only).
- Clean all areas immediately outside of your room and clear them of personal belongings. Wipe clean the whiteboard or chalkboard on your door or immediately outside of room.
- Empty and clean trash cans and recycle cans.
- Garbage, recycling, and compost should be taken to the trash room or dumpster for the building. Flatten all boxes and leave in trash room as directed or put in the dumpster for your building. Do not place furniture or other large items in the trash room or dumpster. Do not leave trash in public areas such as study lounges, TV lounges, hallways, laundry rooms, and stairwells. Please recycle as much of your refuse as possible, including donating reusable items at the designated SCRAM areas.
- Remove all personal belongings. HFS does not provide storage space for resident belongings. Remember to take your bike from the bike room or outside location as it will be impounded by the University Police and fees may apply (contact 206-543-9331 for more information if it is impounded).
- Smoke detectors must be in place and in operating condition.

### The following applies to rooms, studios, and apartments with applicable facilities:

- The bathroom(s) should be cleaned entirely. Remove dust, dirt, mildew, mold, and lime deposits from the sink, shower walls, shower floor, and shower door. Thoroughly clean all faucets and handles, as well as the toilet seat and bowl. Bathroom cabinets and drawers should be clean and free of personal belongings. Floors should be swept free of dirt and litter and should be mopped if necessary.
- Kitchen cabinets should be clean and free of personal belongings.
- Electric stove surfaces, top burners, chrome rings, and storage drawers should be free of grease, food stains, and dirt. If applicable, follow the instructions for the self-cleaning oven.
- Remove and properly dispose of all items in the refrigerator and freezer.
- Remove and properly dispose of all personal belongings from studio and apartment closet locations.

**HFS staff will further inspect all rooms after you have checked out. You will be charged for any damages to your room or its furnishings, missing items, and/or cleaning. Charges for improper checkout may apply.**