



CLEANING CHECKLIST HAMILTON HALL

Please take the time to read the information below and use the cleaning checklist to help you leave your room in satisfactory condition and avoid cleaning charges.

For more information visit the Residence & Housing webpage <http://bit.ly/2VBa8oG>

Cleaning Checklist (Hamilton Hall):

Remove dirt and dust by wiping down and/or vacuuming
Bed – including mattress, base, drawers and frame
All furniture
Floor including under furniture, fridge and stove
Drawers inside and out
Closet including shelf
All shelves
Walls and windows

Fridge – inside and out, including racks, shelves and door seal
Freezer – inside and out, defrost if necessary
Stove – all surfaces including hood fan
Bathroom – all surfaces
Remove all personal belongings
Remove all garbage and recycling and dispose of it appropriately
Remove all items from bulletin boards inside and outside of your room

Move out day check list. To be fully checked out of your room

Clean room
Remove all personal belongings
Close window

Lock door
Return your keys to the Residence Office

After you've moved out:

- x Facilities staff will inspect the room and will document and take photos of anything left in an unclean or damaged condition
- x This documentation will be compared to the Room Inventory Condition report completed when you moved into the room to determine if there is new unreported damage
- x Student's whose account has been assessed damage or extra cleaning charges will be emailed an outline of the charge along with documentation within a month of move out
- x For more information including a list of possible damage and cleaning charges can be found here: <http://bit.ly/2VBa8oG>