CLEANING CHECK LIST TOWNHOUSE

During the break between two terms there will be TWO inspections of your townhouse unit common areas. If unsatisfactory conditions or damage are found during either or both of these inspections charges may be assessed against all persons occupying the unit preceding that inspection. Inspections of common areas may happen as early as 12:00 / noon on Residence Move Out day and again as late as 9:00 am on Residence Move In day

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. Cleaning in all common areas must be complete by 12 noon on Residence Move Out day

For more information visit the Residence & Housing web page http://bit.ly/2VBa8oG

Cleaning Checklist – Everyone's responsibility

Bathroom

Remove personal belongings If you are staying or room switching, store in your room until you move out or all new roommates have moved in

Clean all surfaces:
- o Sink
- o Toilet
- o Tub
- o Shower
- o Floor
- o Cupboards and counter top

Storage Closet (top floor)

Remove personal belongings. If you are staying or room switching, store in your room until you move out or all new roommates have moved in

Clean all surfaces

Living Room

Remove personal belongings. If you are staying or room switching, store in your room until you move out or all new roommates have moved in

Clean all surfaces
- o Furniture
- o Walls
- o Windows – including window frame

Kitchen

If moving out, remove all personal items. Organize/clean all stored items ensuring cupboard and fridge space remains for incoming roommates

If staying or room switching, Label your fridge items and cupboards with your name and room number. Unlabeled items will be considered abandoned and disposed of.

Bedroom Cleaning Check List individual responsibility

Remove dirt and dust by wiping down and/or vacuuming

Bed – including mattress, base, drawers and frame

Desk and desk chair

Floor including under furniture and fridge

Drawers inside and out

Closet including shelf

All shelves