

Hamline Resident Room Cleaning Checklist

(Dorms, Apartments & Houses)

RESIDENTS: Failure to complete these cleaning expectations can result in cleaning charges being assessed to your Hamline student account.

IF YOUR ROOM / SIDE OF THE ROOM IS NOT 100% CLEAN AND EMPTY AT THE TIME OF YOUR SCHEDULED ROOM CHECKOUT, YOU WILL BE CHARGED A \$75 IMPROPER CHECKOUT FEE. IF YOU RESCHEDULE AND YOU ARE AGAIN, NOT READY, YOU WILL INCUR ADDITIONAL \$75 FEES.

Roommates & Room Cleaning	ALL ROOMMATES LIVING IN A RESIDENCE HALL OR IN A HAMLINE APARTMENT ARE ALL RESPONSIBLE FOR MAKING SURE ALL ITEMS ON THIS CHECKLIST ARE CLEANED, AND STAY CLEAN, BY THE TIME THE LAST ROOMMATE CHECKS OUT.
Last Roommate	<p>AFTER AN AREA IS CLEANED, THE FINAL ROOMMATE WHO CHECKS OUT WILL BE HELD RESPONSIBLE FOR CLEANING CHARGES IF THE ROOM / APARTMENT IS NOT CLEANED.</p> <p>NOTE: Need to dispute this cleaning charge because your roommate(s) never did help clean before they left? Let your RA know at the time of checkout and be prepared to give their name(s)</p>
Live Alone?	If you live by yourself, you are responsible for all items on this list.
SPECIAL NOTE: ESA Dog and Cat Owners	If you are the caregiver for an ESA (Emotional Support Animal) please make sure to clean your room thoroughly. If you have an ESA cat or dog, you must pay <u>very careful</u> attention to animal odors, animal stains and / or dog hair and cat hair trapped in the fibers of the carpet, couches, chairs, etc. Per your ESA policy agreement, you are responsible for any damages or additional cleaning that must be done if your room is not adequately cleaned upon your departure.
Vacuums	Each hall or house will have a limited supply of vacuum cleaners for residents to use. Start cleaning early and make sure to get the vacuum cleaner early.
Cleaning Supplies	You are responsible for purchasing <u>YOUR OWN</u> chemicals, rags, wipes, etc.
Remove All Trash	If you leave property or trash in your room / house, you will be charged. Take to the dumpsters.

Apartments & Houses	Each resident must clean their own bedroom space & help w/ shared common spaces.
ResHalls (Drew, Manor, Sorin, The Heights)	Each roommate is responsible for cleaning their own side of the room, closet, dresser & desk drawers. Wipe out each closet/desk drawer and remove all debris; wipe down or dust all surfaces.

Tasks that need to be done in ResHalls, Apartments and Houses

All tape, adhesives, posters, etc., must be removed from the room doors & walls.

Wipe down walls and remove stains or marks with an all-purpose cleaner.

Dust, wipe down and clean each furniture item (mirrors, sinks, chairs, bed frames, tables, desk tops, wardrobe doors, toilets (in some dorm rooms), etc.

Make sure all of the furniture items that should be in your room are there.

Dust off blinds and clean window frames and window sill.

Vacuum your room, carpet, closet floors and make sure all ESA (Emotional Support Animal) hair / debris is removed from couches, chairs, etc., *if applicable*.

Clean all air vents with a broom. **DO NOT dust the smoke detector or fire sprinklers!**

Clean the recycling bin, if provided, remove gunk from inside & out.

ResHalls Only: Thoroughly defrost (24 - 48 hours in advance) and clean the micro-fridge and microwave provided by the university. Don't forget the top of the micro-fridge unit. **PLEASE UNPLUG.**

Sorin Hall Only: Clean dry erase boards on doors and put beds back to original move-in condition.
SEE PHOTO ON LAST PAGE: High Bed by the Door / Low Bed by the Window)

Tasks that need to be done in Hamline Apartments

Bathrooms: Clean the sink, toilet, counters, mirrors, shelves, tub, shower & floors.

Living Room Common Space: Check under & behind all sofas, chairs for clothes, shoes, coins, debris.

Full-Size Fridge: Thoroughly defrost (24 - 48 hours in advance) and clean all drawers, all surfaces and bins in your full-size refrigerator and freezer. Don't forget the top of the refrigerator. **DO NOT UNPLUG.**

Ovens / Stove-Tops / Burners: Thoroughly clean the oven door, inside of the oven if you baked things and had food spill on the bottom of the oven; stove-top, burner drip pans and exhaust fan surface.

Kitchen: Empty & wipe down all cabinet shelves, drawers, countertops, floors.

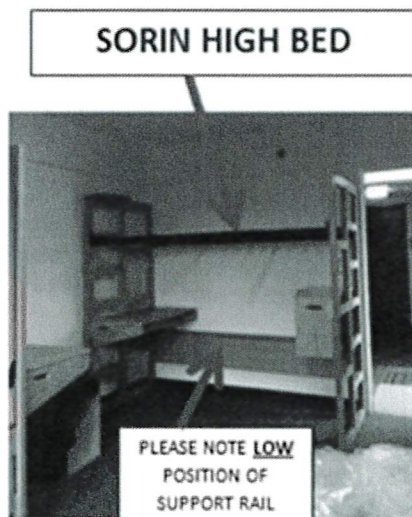
Dishwasher: Empty, wipe down & pull bottom rack out and remove food debris from back of dishwasher.

AC / Heat Control: Leave heat on low (winter) to prevent frozen pipes or air conditioning on low (summer).

Sorin Hall One High / One Low: Standard Configuration:



SORIN LOW BED



SORIN HIGH BED