



Cleaning Checklist

and roommate sign-up sheet



General

leave the space as it was when you arrived

- Take all your food, donations, and waste to your residence donation zone, or appropriate garbage/recycling area.
- Remove personal items, furniture & anything that wasn't in the unit when you arrived
- Empty and unlock all drawers, cupboards and closets. Leave nothing behind.

Bedroom

all units and suites

done

- Remove stickers, decorations, hooks, adhesives
- Wipe walls & closet shelves, and spot clean chair
- Dust ledges, baseboards & A/C
- Empty & wipe desk and dresser drawers
- Wipe bed frame (incl. corners) & both sides of mattress
- Vacuum and/or wash floor (including under furniture)
- Put bed frame at 4th notch from bottom
- Remove items that didn't come with room
- Turn off lights, lock bedroom door

Living room & halls

studio, 1-bedroom & 4-bedroom suites

sign up done

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Remove tape, stickers, hooks, adhesives |
| <input type="checkbox"/> | <input type="checkbox"/> | Wipe tables, wood surfaces & A/C |
| <input type="checkbox"/> | <input type="checkbox"/> | Hallways: wipe walls, both sides of front door |
| <input type="checkbox"/> | <input type="checkbox"/> | Living room: wipe walls, ledges, baseboards |
| <input type="checkbox"/> | <input type="checkbox"/> | Furniture: vacuum & spot clean furniture |
| <input type="checkbox"/> | <input type="checkbox"/> | Floors: vacuum & wash |
| <input type="checkbox"/> | <input type="checkbox"/> | Return furniture to original place |

Kitchen

studio, 1-bedroom & 4-bedroom suites

sign up done

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Clean walls, baseboards |
| <input type="checkbox"/> | <input type="checkbox"/> | Wipe cupboards & drawers in & out |
| <input type="checkbox"/> | <input type="checkbox"/> | Clean counters, backsplash, sink, taps |
| <input type="checkbox"/> | <input type="checkbox"/> | Wipe table and chairs |
| <input type="checkbox"/> | <input type="checkbox"/> | Fridge: thoroughly wipe in & out |
| <input type="checkbox"/> | <input type="checkbox"/> | Stove: Clean in & out, burners & drip pans |
| <input type="checkbox"/> | <input type="checkbox"/> | Microwave: thoroughly wipe in & out |
| <input type="checkbox"/> | <input type="checkbox"/> | Floor: sweep & wash |
| <input type="checkbox"/> | <input type="checkbox"/> | Waste & food: remove anything left |

Bathroom

single connected, studio, 1- & 4-bedroom suites

sign up done

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Clean walls & baseboards |
| <input type="checkbox"/> | <input type="checkbox"/> | Clean mirror, countersink, taps |
| <input type="checkbox"/> | <input type="checkbox"/> | Clean shower stall in and out |
| <input type="checkbox"/> | <input type="checkbox"/> | Toilet: clean tank, bowl & base |
| <input type="checkbox"/> | <input type="checkbox"/> | Floor: sweep & wash |
| <input type="checkbox"/> | <input type="checkbox"/> | Empty, wipe drawers & cupboards in & out |
| <input type="checkbox"/> | <input type="checkbox"/> | Remove garbage & recycling |