



University Housing Move-out Cleaning Tips

~In order to avoid additional University Housing charges assessed to your student account you are advised to clean all items in the room and return the room in the same condition as it was when you first checked in. A thorough room inspection will be performed by UHFS custodial and maintenance staff after move-out. ~

~To assist in your preparations for move-out, below is a list of commonly missed items for which resident are frequently charged.~



Items	What you should do...
Carpet	- Vacuum carpet in the entire room, even under furniture.
Desk and Dresser	- Remove personal belongings. - Empty drawers and wipe them out. - Dust the inside and outside.
Furniture	- Move all pieces of furniture back to original location in the room (including re-assembling lofts, if taken apart.).
Mirror	- Remove stickers. - Wipe it clean with glass cleaner such as Windex.
Wall	- Remove tape and tape residues or marks. - Wipe off spider webs.
Wardrobe	- Remove personal belongings and unwanted items. - Wipe and dust the inside and outside, including floor and shelves. - If closet doors were taken down, they need to be re-hung.
Wastebasket	- Empty trash (do not leave any trash in the room).
Whiteboard	- Clean and wipe off any marks.
Bathroom – UV only	- Clean shower and toilet. - Vacuum and clean bathroom floor.
Kitchen – UV only	- Empty and remove contents in refrigerator, cabinets, oven, microwave and stove top. - Scour sink clean. - Vacuum and clean kitchen floor.

A little bit more you can do...

Schedule a check-out appointment with your RA, make sure you are present and on time to go through the entire check-out process. Make sure you sign the paperwork! Please remember there is a \$50.00 improper check-out penalty, and a total key charge of over \$70.00 for not returning room and mail keys and the WEB laundry card.

