

Move Out Cleaning Tips



In order to **avoid additional Hall Damages 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 a Residence Life Team Member 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.

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.
Mirrors	Remove stickers. Wipe it clean with glass cleaner such as Windex.
Walls	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.
Waste Basket and Recycling Bin	Empty trash and Recycling in the designated trash area of your building (do not leave any trash in the room or hallway).
Common Space	Do not leave any trash or unwanted in the common space such as the bathroom, hallways, lobbies, and lounges. Diversion Excursion bins will be available in the lobby the week of move out for you to donate items to.

Once you have moved your personal belongings out and cleaned the above areas, turn in your room key, mail box key, and provide your forwarding address at the front desk in your community.

Please remember there is a \$50.00 improper check-out penalty, a lost key charge of \$43.00, a lost FOB charge of \$43.00 for not returning room and mail keys, and charges starting at \$30.00 for not cleaning your room.