

# PC HOUSEMATE/APARTMENT CONTRACT: CHECK-OUT CLEANING AGREEMENT

## Due to the Assistant Director of Residence Life by 12:00pm noon on Friday, April 26, 2019

**Townhouse/Apartment:** \_\_\_\_\_ **Date:** \_\_\_\_\_

At each individual's check-out appointment time, the entire room will be expected to be cleaned, including the common areas (bathroom, living room) UNLESS you complete this form with your housemates. You may divide up the cleaning duties and have one person responsible for certain areas. You must mutually agree and all housemates must sign!

A copy of this contract must be present at your check-out time or turned into your RD/RA/Residence Life Office before check-out. A Residence Life staff member will inspect your room at the time of your check-out. If a cleaning agreement is made, the Residence Life staff member will be checking for items that you are responsible for cleaning. If no cleaning agreement is made and certain areas of the house are left unclean, the entire house will be billed for community damage/improper checkout.

Place your initials by the items that you responsible for cleaning. If you do not have one of the items listed below, please indicate "N/A."

**General (House):**

- \_\_\_\_\_ Windows
- \_\_\_\_\_ Doors
- \_\_\_\_\_ Trash Removal
- \_\_\_\_\_ Outside Area

**Half - Bathroom:**

- \_\_\_\_\_ Mirror
- \_\_\_\_\_ Cabinets
- \_\_\_\_\_ Sink/Counter
- \_\_\_\_\_ Toilet
- \_\_\_\_\_ Floor
- \_\_\_\_\_ Walls
- \_\_\_\_\_ Trash Removal

**Bedroom:**

\*\*Each person is responsible for cleaning his/her own:

- Bed
- Mattress
- Closet
- Desk
- Chair
- Chest of Drawers
- Nightstand

**Common Living Room(s):**

- \_\_\_\_\_ Floor
- \_\_\_\_\_ Walls
- \_\_\_\_\_ Hallways
- \_\_\_\_\_ Stairwell

**Kitchen:**

- \_\_\_\_\_ Pantry
- \_\_\_\_\_ Stove (surface)
- \_\_\_\_\_ Oven
- \_\_\_\_\_ Refrigerator
- \_\_\_\_\_ Cabinets
- \_\_\_\_\_ Sink/Counter
- \_\_\_\_\_ Dishwasher
- \_\_\_\_\_ Floor
- \_\_\_\_\_ Walls
- \_\_\_\_\_ Trash Removal

**Shared Bathroom:**

- | #1    | #2    | #3    |               |
|-------|-------|-------|---------------|
| _____ | _____ | _____ | Mirror        |
| _____ | _____ | _____ | Sink/Counter  |
| _____ | _____ | _____ | Cabinets      |
| _____ | _____ | _____ | Drawers       |
| _____ | _____ | _____ | Toilet        |
| _____ | _____ | _____ | Tub           |
| _____ | _____ | _____ | Shower Tile   |
| _____ | _____ | _____ | Sink/Counter  |
| _____ | _____ | _____ | Walls         |
| _____ | _____ | _____ | Trash Removal |

**Laundry Room:**

- \_\_\_\_\_ Shelves
- \_\_\_\_\_ Floor
- \_\_\_\_\_ Walls
- \_\_\_\_\_ Trash Removal

**Other:** Remember extra furniture, rugs, carpets, cinder blocks and storage items must be removed.

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**NOTE: All furniture that was issued to your room at the beginning of the academic year MUST be returned. If any College-issued furniture was removed during the academic year, it must be returned otherwise residents will be charged for its replacement cost.**

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If you have trouble getting a housemate to agree to do their part, please contact your RD/RA or your AD. All housemates should agree and sign below:

	Housemates Signatures	Print Name	Date
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____