

# ROOMMATE/SUITEMATE CHECK-OUT CLEANING AGREEMENT

*This form must be completed and submitted to your RD/RA or the Residence Life Office by 12:00PM on Friday, April 26, 2019.*

**Building/Room:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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

A copy of this contract must be present at your check-out time or turned into your RD/RA or the Residence Life Office before check-out. A staff member will inspect your room at the time of your check-out. If a cleaning agreement is made, the staff member will be checking for items that you are responsible for cleaning. If no cleaning agreement is made, then the entire room needs to be cleaned before you can get a "clear" check-out with no cleaning or improper check-out fees.

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:**

- \_\_\_\_\_ Floors
- \_\_\_\_\_ Walls
- \_\_\_\_\_ Windows
- \_\_\_\_\_ Doors
- \_\_\_\_\_ Lights
- \_\_\_\_\_ Trash Removal

**Bathroom:**

- \_\_\_\_\_ Floors
- \_\_\_\_\_ Walls
- \_\_\_\_\_ Sinks
- \_\_\_\_\_ Mirror
- \_\_\_\_\_ Shower
- \_\_\_\_\_ Toilet
- \_\_\_\_\_ Drawers
- \_\_\_\_\_ Trash Removal

**Bedroom:**

- \*\*Each person is responsible for cleaning his/her own:
- \_\_\_\_\_ Bed
  - \_\_\_\_\_ Mattress
  - \_\_\_\_\_ Closet
  - \_\_\_\_\_ Desk
  - \_\_\_\_\_ Chair
  - \_\_\_\_\_ Chest of Drawers

**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.**

If you have trouble getting a roommate to agree to do their part, please contact your RD/RA, your Assistant Director, or Residence Life. All roommates should agree and sign below:

Roommates Signatures	Print Name	Date
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____