

RESIDENT CLEANING AGREEMENT - SUITES

SUITE#

Directions: Before the first person checks out of your suite, please equitably assign common area cleaning tasks to all suitemates. The entire suite must be clean by the time the last person checks out. Residents who do not complete their assigned tasks will receive the entire cleaning charge for that task. Once an area is cleaned and checked-out, that area must stay clean or charges will incur. Any disputed charges will be charged to the entire suite. If you make changes to this form, contact your RA. ***This form needs to be returned to your RA end of May. Failure to return this form will result in each resident being charged equally for all damages/cleaning to the common areas of the apartment.***

Write the resident's name(s) next to the room they are assigned to.

Kitchen: _____ & _____
Checkout Dates: _____ & _____

- Refrigerator- empty and wipe out fridge/freezer
- Microwave-wipe out inside and outside
- Cabinets/Drawers-empty and wipe down
- Sink- scrub the inside and remove all dishes
- Drain-run disposal to clear drain
- Countertops- wipe down and clear off
- Floor- sweep and mop
- Walls-wipe down
- Trash-take trash/recyclables to dumpster

Dining Area: _____
Checkout Date: _____

- Dining Table-clear and wipe down
- Walls-wipe down
- Floor-vacuum

Living Room: _____
Checkout Date: _____

- Floor- vacuum
- Furniture-dust and vacuum (if necessary)
- Wash the patio door window
- Remove all pins and postings from walls
- Walls-wipe down
- furniture-neatly arrange in a usable formation

Balcony/Patio: _____
Checkout Date: _____

- Clear off all belongs/furniture
- Sweep (mop if necessary)

Hallway & Entryway: _____
Checkout Date: _____

- Hallway-vacuum floor
- Closets-clear out and wipe down shelves
- Walls-wipe down
- Wipe down front door
- Entryway floor-sweep and mop

Vanity Area: _____
Checkout Date: _____

- Countertop-clear all belongings and wipe down
- Drawers-clear all belongings and wipe out

____ Mirror-wipe down

Bathroom 1 (toilet room): _____
Checkout Date: _____

- Toilet-scrub inside and wipe down outside
- Sink/Countertop-clear and wipe down
- Cabinet-clear and wipe down inside
- Trash-take all trash to the dumpster
- Mirror-wipe down mirror
- Floor-sweep and mop

Bathroom 1: (shower room) _____
Checkout Date: _____

- Tub/Shower- scrub and remove all belongings
- Shower curtain-scrub
- Floor-sweep and mop

Bathroom 2: (toilet room) _____
Checkout Date: _____

- Toilet-scrub inside and wipe down outside
- Floor-sweep and mop
- Trash-take all trash to the dumpster

Bathroom 2: (shower room) _____
Checkout Date: _____

- Shower- scrub and remove all belongings
- Shower curtain-scrub
- Floor-sweep and mop

****Please refer to Damage and Repair Charge Sheet on the reverse side of this sheet.** Damage Claim Form is available for residents who would like to claim responsibility and take ownership of fee.

****Residents are responsible for cleaning their side of their bedroom.**

****Residents may not leave anything behind (including food, hangers, dishes, etc.).**

**** THROW AWAY ALL FOOD.**

****All trash/recycling must be taken to the dumpster and placed INSIDE a dumpster, not on the ground.**

****Remember-all residents must be checked out by Friday, June 8 at 2 pm. Failure to checkout by this time will result in a \$50 Improper Check-out fee + Additional Charges.**

We agree to the above Resident Cleaning Agreement

Resident #1 Name: _____ Signature: _____ Date: _____

Resident #2 Name: _____ Signature: _____ Date: _____

Resident #3 Name: _____ Signature: _____ Date: _____

Resident #4 Name: _____ Signature: _____ Date: _____

Resident #5 Name: _____ Signature: _____ Date: _____

Resident #6 Name: _____ Signature: _____ Date: _____

Resident #7 Name: _____ Signature: _____ Date: _____

Resident #8 Name: _____ Signature: _____ Date: _____

Resident #9 Name: _____ Signature: _____ Date: _____

Resident #10 Name: _____ Signature: _____ Date: _____

DAMAGE AND REPAIR CHARGE SHEET

Each resident must give reasonable care to the room/suite/apartment, its furnishings, and common areas. Residents are expected to maintain sanitary and safe conditions acceptable to the university. Residents will pay for any damages to Housing facilities (including damaged or missing furniture and appliances) willfully or negligently caused by themselves or their guest(s). If damage in common areas (hallways, elevators, etc.) cannot be traced to a specific individual or group, but was in substantial part caused by individuals, groups, or invited guests acting from within the residence community, the residents of the hall or complex will be charged collectively. Residents may also be referred to the Housing judicial system.

When residents occupy the same room/suite/apartment and responsibility for damages or loss in the room cannot be determined by Housing, the cost of damages or loss will be divided and assessed equally amongst the residents. Any malicious damage to the buildings, grounds, or other facilities is prohibited.

To avoid unnecessary or inaccurate damage charges, residents should thoroughly review the Room/Suite/Apartment Inventory Form upon check-in (front of document). If there is disagreement with the initial assessment of the room's condition, residents must note as such on the Room/Suite/Apartment Inventory Form and meet with the Residential Life staff within five working days of check-in to have all copies of the Room/Apartment Inventory Form amended.

Charges for Cleaning

This is an estimated cleaning cost. Not all items are listed. Charges are per room and not adjustable.

General Cleaning and Sanitizing:

Kitchen, Bathroom, Living Room, Hallway, Dining Room, and Patio \$35.00 (Per Room)

Bedroom \$20.00

Carpet Cleaning:

Living Room \$100, Hallway \$75, Bedroom \$50.00

Upholstery Cleaning:

Sofa \$50, Chair \$25

Misc.:

Smoking Odor in Apartment (Carpet and Upholstery): \$325

Smoking on Balcony (Tobacco Stains): \$35

Replacement Costs (cost per item)

This is an estimates replacement cost, per item.

There may be an additional cost incurred for installation and placement of item. This charge is estimates at \$32 (minimum).

Furniture

Bed	\$325
Dresser	\$450
Desk	\$220
File drawers	\$220
Lamp	\$50
Mattress	\$150
Dining Room table	\$425
Chair (price per)	\$125
Sofa	\$725
Love Seat	\$550
Chair	\$400
Coffee Table	\$250
End Table	\$150

Appliances

Microwave	\$300
Refrigerator	\$585

Bathroom

Toilet Seat	\$25
Toilet Paper Holder	\$25
Towel Bar	\$25
Mirror	\$60
Shower Curtain Rod	\$15
Shower Curtain	\$15

Bedroom

Closet Shelves	\$100
Closet Rod (Wood)	\$25
Closet Rod (Metal)	\$100

Windows and Screens

Screen Door	\$120
Window Screen	\$35
Single Window	\$230
Sliding Glass Door	\$300
Leveler Blinds	\$150
Blind Pulley	\$10
Per Blind	\$5

Light Fixtures

Kitchen Light	\$100-\$200
Dining Room	\$20-\$200
Bedroom (Circular)	\$60
Bedroom (Track)	\$40
Vanity	\$60
Light Covers	\$15

Outlets/Switches

Electrical Outlet	\$15
Cable Outlet	\$15
Internet Outlet	\$30
Light Switch	\$15

Repairs (per Section)

Wall and Ceiling Repair	\$75
Baseboard	\$15
Linoleum Flooring	\$70

Apartment Cable

DVR (Living Room)	\$300
DTA	\$150

Locks/Doors

Front Door Lockset	\$1,000
Bedroom Lockset	\$90
Suites	\$900
Closet Door	\$75
Bedroom Door	\$250
Apartment Door	\$450

Other Apartment Items

Thermostat	\$60
Smoke Detector	\$45
Smoke Detector (Strobe)	\$120
Room Strobe	\$150
Sounding Horn	\$30
Vent Cover	\$30
Fire Extinguisher	\$150
Disposal Unit	\$100
Cabinets (per)	\$250
Cabinet Shelf	\$50
Waste/Recycle Can (Each)	\$60
Phone/Computer Jack	\$50
Carpeting (up to)	\$1000
Electrical Plates	\$10
Doorbell	\$25

Final Walkthrough Notes

Completed by: _____

Date: _____ Time: _____

Notes:

Key Return Verified: Yes No
Missing Keys Ordered: Yes No
SharePoint Pics Uploaded: Yes No

Final Charge to Resident:

Charge Submitted to Accounts Manager:
 Yes No

Completed Signature:

Additional at minimum \$50 Cleaning Charge per room that is not cleaned