HOW TO CLEAN/PREP YOUR ROOM FOR CHECK OUT (CLASSICS/CV2/CVC)

1. Make sure all personal belongings are removed from your cabinets (built in), dressers drawers, desk drawers, wardrobe, closets, top cabinet, beds etc. Make sure to check under or behind your bed/furniture.

2. Make sure all items are removed from walls, windows & furniture (i.e. stickers, banners, post its, chalk writing etc).

3. Bag up and throw out all trash or unwanted items and take to your building’s designated trash room/area. (Do Not leave in stairwells, hallways, or lobbies)
   a. Washburn: Outside service area dumpsters
   b. Joe West: Outside service area dumpster (large items). Room trash should be taken to the trash room on each floor.
   c. CV2/CVC: All trash should be taken to the trash room on each floor.

4. Set furniture back into place, make sure furniture isn’t stacked up or against window unless you have a triple room.

5. If you changed your bed height, please return it to the original set up. If Housing changed your bed set up, they should be contacting you to place it back to the original set up.

6. Wipe down furniture, window sills, book shelf, and clean inside of trash can if needed. Do not throw trash cans away or you can be charged.

7. Personal/Rented refrigerators: Plan ahead and defrost refrigerator by making sure towels are placed under it, so the carpet doesn’t get wet.

8. Vacuum room by checking out a vacuum from your hall office. Do not vacuum any large items (i.e: sock, hair pins, pen, pencil or any wet items). Plan Ahead due to high demand during move-out.

9. Make sure windows are closed/locked and window coverings are closed.

10. Remove items from bulletin board and CVC resident also need to clean white board.

11. CVC Common areas:
   a. Bathrooms: clean bathroom, vanity counters, sinks, toilet, showers and inside cabinets
   b. Kitchenette: counters, inside cabinets, microwaves and floors
   c. Mope kitchenette and bathroom floors.
   d. Make sure the fire extinguisher is present and under the kitchen sink.
   e. Clean trash and recycle bins and place in kitchenette.
12. CVC Common area furniture should be set up and accounted for:
couch, 2 armchairs, coffee table, end table, lamp, dining table and 4
couches.
13. Vacuum all common areas (living room, hallways and hallway closets.
14. Lock your bedroom door to make sure your unit is secure when you leave.
15. CVC residents make sure your unit and bedroom door is secure when you
leave.
16. **Donation centers:** Emails and signage will be sent out about donation
centers near Housing buildings for furniture, clothing and small appliances.
Each hall office will take any non-perishable food donations.
17. Suggested cleaning supplies: (information only, does not have to be these
exact products)

![Disinfectant wipes](image1)
![All-purpose cleaner](image2)
![Paper towels](image3)

**Disinfectant wipes  * All-purpose cleaner  * Paper towels**

**Residents will be charged for trash or items left behind or placed in any
area other than proper disposal areas.**