

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

1. Remove all personal belongings from your cabinets (built in), dresser drawers, desk drawers, 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. LED mini lights, mirrors, stickers, banners, post-it, chalk writing etc). *Residents will be charged for leaving them in place and for wall damages when they are removed.*
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 the 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, please submit a [TMA](#) work order to have it changed back by **May 1st**.
6. Wipe down furniture, window sills, book shelf, and clean the inside of the trash can if needed. **Do not throw trash cans away or you can be charged.** Vacuums are available for check out at the CVB and CV2 desk. **Plan ahead due to high demand during move-out.**
7. Personal/Rented refrigerators: Plan ahead and defrost the refrigerator by making sure towels are placed under it, so the carpet doesn't get wet. Make sure you clean it out so it doesn't stay full of water.
8. Submit [TMA](#) by **May 1st** if you would like assistance in removal and disposal of empty and cleaned personal mini refrigerator that you are not taking with you.
9. Please remove large trash items from the floor/carpet, including under furniture (coins, paper clips, large pieces of paper/trash, etc). Place these items in the trash rooms of your building.
10. **SVP** - Bathroom: clean bathroom, vanity counters, sinks, toilet, showers/bathtubs, and inside cabinets.
11. **WA/IH**- remove all items from restroom lockers/storage areas and remove any bicycles in the patios. All personal items in common area restrooms will be thrown away.
12. Make sure windows are closed/locked and window coverings are closed.
13. Suggested cleaning supplies: (information only, does not have to be these exact products)



*Disinfectant wipes \* All-purpose cleaner \* Paper towels \* Restroom cleaners*

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