

West Hill Check-Out List

To speed up the check-out process and reduce unnecessary charges, please complete this check-out list before your RA checks you out. You must schedule a check-out time with your RA at least 48 hours in advance of your departure.

Keep your scheduled appointment. If you don't keep your scheduled check-out time, you may be required to wait until another check-out appointment is available. Failure to check-out properly with your RA (including completion of all items on this sheet) may result in a \$50 improper check-out charge.

Please be sure to complete the items on this check-out list. If there is excessive cleaning needed or damage done, additional charges may be assessed. When you check-out, turn your key and Resident I.D. in to your RA. Failure to return your key will result in a charge of \$25 to \$75, depending on your assignment. A \$15 charge will be assessed if you fail to return your Resident I.D. Your share of this semester's utility bill and any other charges will be posted to your student account.

Living Room / Hallway

- All furniture clean
- Walls clean – wipe off spilled liquids or foods. Remove all posters, decorations, tape, stickers, adhesives, residue, etc. from walls and ceiling
- Phone undamaged and securely mounted on the wall
- Entrance door clean – inside and outside (remove stickers)
- Air return grill clean (for air conditioning)

Kitchen

- Cabinets are empty and clean
- Counter top and walls wiped clean
- Dining table clean with four dining chairs around table
- Clean sink and place stopper in sink
- Stove top cleaned, including drip pans (soak drip pans overnight for ease of cleaning)
- Clean stove exhaust hood
- Refrigerator / freezer emptied and cleaned, inside and out (leave on setting #1)
- Drip pan underneath refrigerator emptied and wiped out. Replace grill
- Clean microwave thoroughly
- Clean oven thoroughly

Bathroom

- Scrub toilet
- Clean sinks, medicine cabinets, and vanity mirrors (including below the vanity mirror)
- Use spray cleaner to clean tub and/or shower thoroughly
- Ensure toilet paper roll holder is firmly in place
- Remove shower curtain (if present) and leave hooks on curtain rod. Throw away the shower curtain.
- Turn off all water completely. Make sure faucets and shower heads are not dripping.
- Turn off light and fan

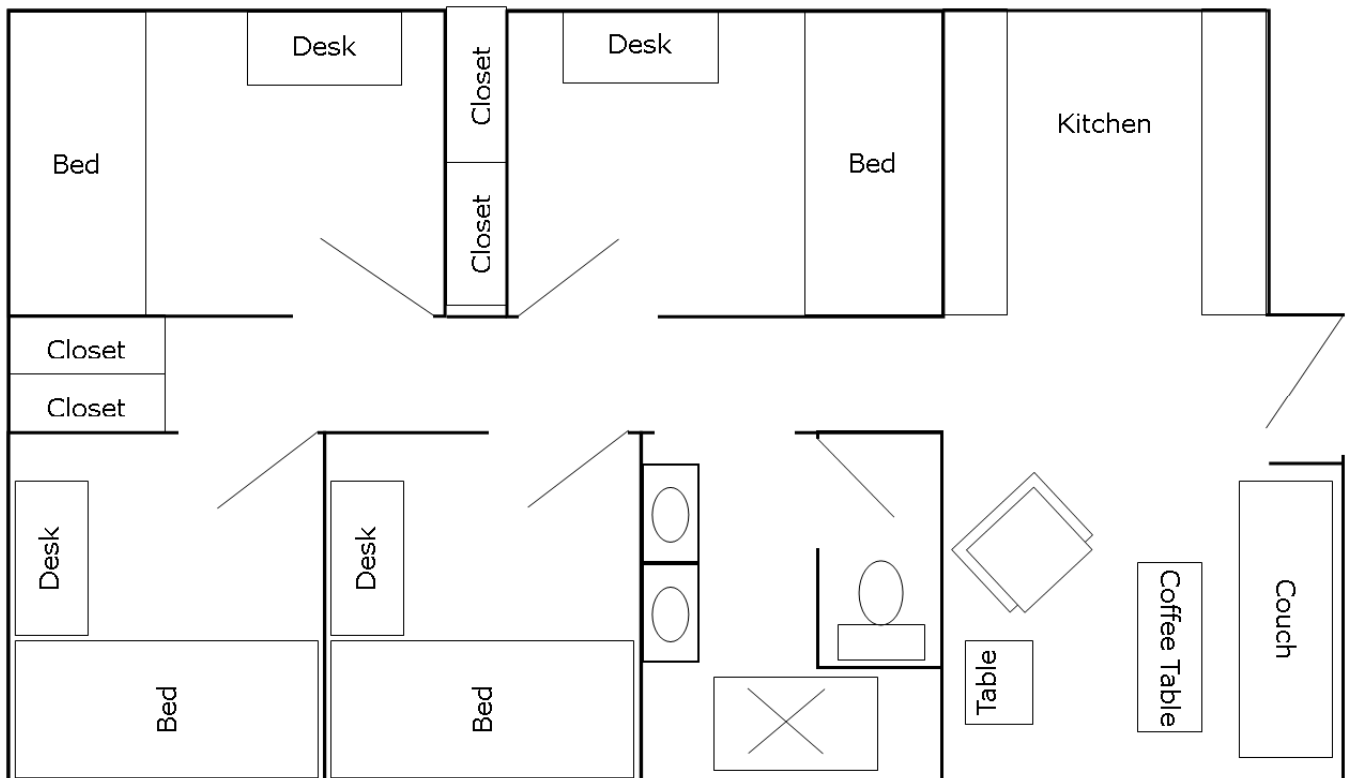
Bedrooms

- _____ Bed unflipped and in original location. Other furniture against the walls, no furniture in the closet
- _____ Bedroom chairs placed upside down on the bed
- _____ All trash cans cleaned and dried before being placed back on the carpet in appropriate rooms (if wet, a rust ring will appear)
- _____ Window clean and closed (including window sill), screen closed, and storm window closed
- _____ Shade pulled halfway down

General

- _____ All trash must be removed from the apartment (\$25 charge per bag for removal)
- _____ All furniture must be reassembled to original condition including the bookshelf on the top of desk, table top secured on legs, bed ends flipped, etc. There will be a \$50-\$75 charge per item to restore furniture to its original condition
- _____ All rooms must be vacuumed, all floors must be swept free of debris
- _____ Nothing should be left on balconies (furniture, concrete blocks, bricks, chairs, trash, etc) as you will be billed to remove them

After the building closes, the Community Director (CD) will re-inspect your room with your RA to insure the accuracy of cleaning and damage assessments. The inspection performed by your RA is preliminary and should not be considered a final account of cleaning and damage billing. **The CD's final inspection and assessment will be used to generate billing.** It is NOT our intent to bill you unnecessarily. If you follow this checklist and show up for your scheduled check-out appointment, you should be on your way to a smooth check-out. Thanks for your cooperation!



Standard West Hill Apartment