



## **FHL Dorm/Housing: Move Out Cleaning Guidelines**

Your room, cluster, and/or housing unit should be thoroughly cleaned before move out. The bedroom may be immediately reassigned to another person, so please leave it in move in ready condition. All residents of a grad dorm, or housing unit assigned to multiple students with common areas, are equally responsible for cleaning all of the common areas (kitchen, bathroom(s), hallway, living room and closets) and keeping these areas in good condition. All residents of standard dorms are responsible for their living space/room assignment.

### **The following applies to all rooms:**

- Walls, doors, and ceilings should be free of grease, spots, and pen marks. Remove all hooks, nails, stickers, etc. DO NOT spackle or patch holes. All locks must be in working order.
- Floors should be swept free of dirt and litter and should be mopped as necessary if applicable. Carpets should be vacuumed including inside the closet, if applicable, and behind/underneath all furniture.
- Windows should be cleaned on the inside only with window cleaner. Vacuum and wash window tracks and sills.
- Desk surface areas, drawers, and shelves must be wiped down. Remove contact paper from shelves if applicable.
- Return all furniture to its original configuration and location.
- Clean all areas immediately outside of your room and clear them of personal belongings. Wipe clean the whiteboard or chalkboard on your door or immediately outside of room.
- Garbage, recycling, and compost should be taken to the outside trash/recycling dumpster for the building. Flatten all boxes before depositing in the recycling. Do not place furniture or other large items in the dumpster. Do not leave trash in public areas such as hallways, laundry rooms, or study areas. Please recycle as much of your refuse as possible, including donating reusable items.
- Remove all personal belongings. FHL does not provide storage space for resident belongings. Remember to take your bike from the bike rack.
- Smoke detectors must be in place and in operating condition.

### **The following also applies to rooms with common areas; i.e. grad dorms or larger units:**

- The bathroom(s) should be cleaned entirely. Thoroughly clean the sink, shower walls, shower floor, and shower door. Thoroughly clean all faucets and handles, as well as the toilet seat and bowl. Bathroom cabinets and drawers should be clean and free of personal belongings. Floors should be swept free of dirt and litter and should be mopped if necessary.
- Dishes should be clean and put away
- Linens should be pulled from the bed, blankets and sheets separated and left on the bed in piles if applicable
- Kitchen cabinets should be clean and free of personal belongings.
- Electric stove surfaces, top burners, chrome rings, and storage drawers should be free of grease, food stains, and dirt.
- Remove and properly dispose of all items in the refrigerator and freezer.
- Remove and properly dispose of all personal belongings from all closet locations

**FHL staff will further inspect all rooms after you have checked out. You will be charged for any damages to your room or its furnishings, missing items, and/or cleaning. Charges for improper checkout may apply.**