



**Building/Room:** \_\_\_\_\_

**Date:** \_\_\_\_\_

As a member of the Ohio Wesleyan University residential campus community, each student is responsible for ensuring the cleanliness of their residence room (**your side of the room, desk/study area, bathrooms, etc.**) for the academic year. During May Check-Out the expectation from the Office of Residential Life is that each student will show a clean living space during their check out process with a Resident Assistant (RA). This form gives each resident an opportunity to create a cleaning plan with their roommate(s), in an effort to help each resident take responsibility for cleaning duties in the room. This agreement is only valid if **ALL** roommate(s) have mutually agreed on their individual cleaning assignments and signed this form.

A copy of this contract must be turned into your Residential Life Coordinator (RLC) **by 5:00pm on the Friday before move out**. At the time of your check out in May, an RA will inspect your room. If a cleaning agreement was made, the RA will check for items you were responsible for cleaning. **If no cleaning agreement was made, then the entire room is required to be cleaned to avoid cleaning and improper check out fees on your student account.** Note: All residents assigned to this room will receive fees on their student account.

Place your initials by the items you are responsible for cleaning. If you do not have one of the items listed below, please indicate "N/A."

|  |  |                            |
|--|--|----------------------------|
| <p><b>General:</b></p> <p>_____ Floors</p> <p>_____ Walls</p> <p>_____ Window(s)</p> <p>_____ Door(s)</p> <p>_____ Light(s)</p> <p>_____ Trash Removal</p> | <p><b>Bathroom:</b></p> <p>_____ Floors</p> <p>_____ Sink(s)</p> <p>_____ Mirror(s)</p> <p>_____ Shower</p> <p>_____ Toilet</p> <p>_____ Drawer(s)</p> | <p>_____ Trash Removal</p> |
|--|--|----------------------------|

**Each person is responsible for cleaning their own: Bed/Mattress, Closet, Desk, Chair, Chest of Drawers.**

**Other:** All items that were not provided by the university must be removed (extra furniture, carpet, etc.)

|       |       |       |
|-------|-------|-------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

**NOTE: All University furniture issued to your room for the academic year MUST be in your room during your individual check out with an RA. Any furniture missing from your room will lead to replacement fee on your student account.**

If residents would like assistance completing this agreement before **5:00pm on the Friday before move out**, please contact your RA or RLC. All roommates who have agreed to this contract can sign below:

| Roommates Signatures | Print Name | Date  |
|----------------------|------------|-------|
| 1. _____             | _____      | _____ |
| 2. _____             | _____      | _____ |
| 3. _____             | _____      | _____ |
| 4. _____             | _____      | _____ |