

ROOMMATE CONTRACT CHECK-OUT CLEANING AGREEMENT

Building/Room: _____

Date: _____

At each individual's check-out appointment time, the entire room will be expected to be cleaned, including the common areas (bathroom, study room) UNLESS you complete this form with your roommate(s). You may divide up the cleaning duties and have one person responsible for certain areas. You must mutually agree and all roommates must sign!

A copy of this contract must be present at your check-out time or turned into your RA before check-out. An RA will inspect your room at the time of your check-out. If a cleaning agreement is made, the RA will be checking for items that you are responsible for cleaning. If no cleaning agreement is made, then the entire room needs to be cleaned before you can get a "clear" check-out with no cleaning or improper check-out fees.

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

General:

____ Floors
____ Walls
____ Windows
____ Doors
____ Lights
____ Trash Removal

Bathroom:

____ Floors
____ Walls
____ Sinks
____ Mirror
____ Shower
____ Toilet
____ Drawers
____ Trash Removal

Bedroom:

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

Other: Remember extra furniture, rugs, carpets, cinder blocks and storage items must be removed.

NOTE: All furniture that was issued to your room at the beginning of the academic year **MUST** be returned. If any University-issued furniture was removed during the academic year, it must be returned otherwise residents will be charged for its replacement cost.

If you have trouble getting a roommate to agree to do their part, please contact your RA or your RLC. All roommates should agree and sign below:

Roommates Signatures

Print Name

Date

1. _____
2. _____
3. _____
4. _____

This form must be completed and submitted to your Residential Life Coordinator by 12:00PM on Friday, May 8, 2015.