

RESIDENT CLEANING AGREEMENT - Univ

Directions: Before the first person checks out of your apartment, assign cleaning tasks to all apartment mates. The entire apartment must be cleaned. Residents who do not complete their assigned tasks will receive a warning. If the area is cleaned and checked-out, that area must stay clean or be recharged to the entire apartment. If you make changes to this agreement, it is returned to your RA by the end of May. Failure to return this form will result in a \$50 fee for all damages/cleaning to the common areas of the apartment.

Write the resident's name(s) next to the room they are assigned to clean:

Kitchen: _____ & _____

Checkout Dates: _____ & _____

- Refrigerator- empty and wipe out fridge/freezer
- Cabinets/Drawers-empty and wipe down
- Sink- scrub the inside and remove all dishes
- Drain-run disposal to clear drain
- Countertops- wipe down and clear off
- Floor- sweep and mop
- Walls-wipe down
- Trash-take trash/recyclables to dumpster

Dining/Living Area: _____

Checkout Date: _____

- Dining Table-clear and wipe down
- Walls-wipe down
- Floor-vacuum
- Window and Window Sill
- Entry way floor-sweep and mop
- Furniture-dust and vacuum
- Remove all pins and postings from walls
- Walls-wipe down
- furniture-neatly arrange in a usable form for the next person

Bathroom #1: _____ & _____

Checkout Dates: _____ & _____

Bathroom #2: _____

Checkout Dates: _____

- Toilet-scrub inside

Claim Form is available for residents who would like to claim responsibility and take ownership of fee.
****Residents are responsible for cleaning their side of their bedroom.**
****Residents may not leave anything behind (including food, hangers, dishes, etc.).**
**** THROW AWAY ALL FOOD.**
****All trash/recycling must be taken to the dumpster and placed INSIDE a dumpster, not on the ground.**
****Remember-all residents must be checked out by Friday, June 8 at 2pm. Failure to checkout by this time will result in a \$50 Improper Check-out fee + Additional Charges.**

Resident #1 Name: _____	Signature: _____	Date: _____
Resident #2 Name: _____	Signature: _____	Date: _____
Resident #3 Name: _____	Signature: _____	Date: _____
Resident #4 Name: _____	Signature: _____	Date: _____
Resident #5 Name: _____	Signature: _____	Date: _____
Resident #6 Name: _____	Signature: _____	Date: _____

DAMAGE AND REPAIR CHARGE SHEET

Each room is inspected by maintenance staff upon check-out. If damage is noted, a charge sheet is prepared and signed by the guest. The charge sheet is then reviewed by the front desk and the guest is billed for the damage. The charge sheet is then filed in the room's file.

Room No.	Room Name	Room Type	Room Status	Room No.	Room Name	Room Type	Room Status
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Additional at minimum \$50 Cleaning Charge per room that is not cleaned.