

**Traditional Halls/Kerr House
End-of-the-Year Cleaning List**

Here is what needs to be cleaned for the end of the year. Be aware that if you neglect to check out or have an improper check out, you will receive a fine. If there is any damage done to your room that is not listed on your RCF you will receive a fine. If no one claims the damage the fine will be given to each roommate. This fine will remain on your account until you pay it. Fines are left up to the discretion of each RD as well as Physical Plant to decide the cost of the repair. If you have any questions, please, do not hesitate to contact your RA.

Everything is out of the room:

- All of your stuff (boxes, clothes, general belongings) should be moved out of your room. This should include any items you have left in the bathroom, kitchen, laundry room, or any other common areas. This all needs to be cleared out so the RA can visually inspect furniture, carpet, and walls.
- Belongings are moved from the desk drawers
- Clothes are out of the dresser and closet
- Bedding should be removed from the bed
- Pictures and posters have been removed from the walls
- Note:** Students who are on the extended stay list must have everything cleaned and packed with their belongings stacked in the middle of the room

Room is thoroughly clean:

This is more than a quick vacuum and dusting. Residents should have spent significant time going through their room, wiping out drawers, dusting above their closet and picking everything up. Here are some guidelines:

- Move all moveable furniture and vacuum or sweep, especially behind the bed/desks/dressers/closets, etc.
- Wash the inside of the windows
- Dust everything, including the blinds, light fixtures, windowsills, closet shelves, top of closet
- Wipe down all furniture (inside and outside): desk, dressers, closet, bed
- Sweep out corners of floors
- Vacuum the carpet: Get under furniture
- Wash off pencil/pen and tape marks from the walls and doors (in and out)
- Return furniture in each room to similar position as the beginning of the year
- Bunk Beds (if applicable). Ask RAs for bed pins.
- Take out garbage

Ready to leave campus:

Once you have been checked out, you are expected to leave campus.

- Check out with an RA once everything is cleaned and all belongings are removed from the room
- Check out of your room 24 hours after your last exam or by Friday, May 6th at 6:00PM
- If you need an exception to this, email housing@geneva.edu by Monday, May 2nd.