

Roommate Damage and Cleaning Guide

This guide is intended to assist roommates in reaching an agreement regarding responsibility for cleaning and damages in the room/ apartment. The Office of Student Life will not collect this form, nor use it to determine damage billing charges.

Building: _____ Apartment/ Room #: _____

Damage Responsibility Section

The purpose of this section is to identify personal responsibility and promote discussion to determine who will report specific damages caused onto the Self-Checkout Form on the RoomRez Housing Portal.

| <u>Description and Location of Damage</u> | <u>Responsible Roommate(s)</u> |
|---|--------------------------------|
| 1. _____ | _____ |
| 2. _____ | _____ |
| 3. _____ | _____ |
| 4. _____ | _____ |

Apartment/Room Cleaning Section

The purpose of this section is to promote discussion to determine who will clean various room spaces of your apartment/suite. It is recommended that you complete all areas that are applicable to your room.

| | |
|--|----------------------------------|
| Bedroom A | Roommate Names 1. _____ 2. _____ |
| <u>Cleaning Tasks to be Completed</u> | <u>Person(s) Responsible</u> |
| <ul style="list-style-type: none"> • Carpet vacuumed _____ • Trash removed _____ • Beds assembled _____ • Desk and dresser drawers emptied and clean _____ • Surfaces wiped down _____ • All personal items removed _____ • Posters, stickers, tape, and nails removed from walls _____ | |

| | |
|--|----------------------------------|
| Bedroom B | Roommate Names 1. _____ 2. _____ |
| <u>Cleaning Tasks to be Completed</u> | <u>Person(s) Responsible</u> |
| <ul style="list-style-type: none"> • Carpet vacuumed _____ • Trash removed _____ • Beds assembled _____ • Desk and dresser drawers emptied and clean _____ • Surfaces wiped down _____ • All personal items removed _____ • Posters, stickers, tape, and nails removed from walls _____ | |

| | |
|--|----------------------------------|
| Bedroom C | Roommate Names 1. _____ 2. _____ |
| <u>Cleaning Tasks to be Completed</u> | <u>Person(s) Responsible</u> |
| <ul style="list-style-type: none"> • Carpet vacuumed _____ • Trash removed _____ • Beds assembled _____ • Desk and dresser drawers emptied and clean _____ • Surfaces wiped down _____ • All personal items removed _____ • Posters, stickers, tape, and nails removed from walls _____ | |

Bedroom D

Roommate Names 1. _____ 2. _____

Cleaning Tasks to be CompletedPerson(s) Responsible

- Carpet vacuumed _____
- Trash removed _____
- Beds assembled _____
- Desk and dresser drawers emptied and clean _____
- Surfaces wiped down _____
- All personal items removed _____
- Posters, stickers, tape, and nails removed from walls _____

Bathroom #1Tasks to be CompletedPerson(s) Responsible

- Clean and scour tub/shower _____
- Clean sinks, cabinet, countertop _____
- Floor swept and mopped _____
- Clean toilet _____
- Removal all personal items and trash _____

Bathroom #2Tasks to be CompletedPerson(s) Responsible

- Clean and scour tub/shower _____
- Clean sinks, cabinet, countertop _____
- Floor swept and mopped _____
- Clean toilet _____
- Removal all personal items and trash _____

Kitchen/Dining RoomTasks to be CompletedPerson(s) Responsible

- Trash removed _____
- Food and containers removed from refrigerator, pantry and cabinets _____
- Refrigerator wiped out, food stains and debris removed _____
- All surfaces wiped down and food debris/stains removed _____
- Floor swept and mopped _____
- Sink cleaned _____
- Stove top and oven cleaned _____

Living Room, Hallway, Other Common Areas, and General CleaningTasks to be CompletedPerson(s) Responsible

- Pick up all items off floor and vacuum carpet _____
- Wipe down all surfaces, including tables and window sill _____
- Remove and properly dispose of all trash _____
- Remove all personal items, including items in closets and drawers _____
- Clean debris off all furniture _____
- Put all furnishings in proper location _____
- Properly re-install window screens _____
- Remove all posters, signs, tape, stickers, nails, tacks, and poster from walls, doors, and windows _____
- Clean stains and marks off walls _____