


Loyola/Vanier Move Out Cleaning Instructions



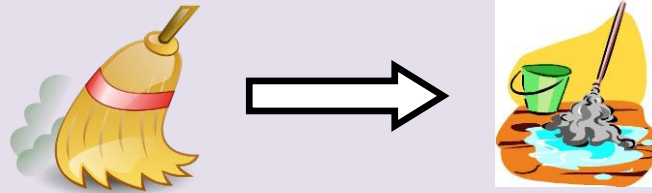
Following is a list of cleaning instructions that you **MUST** follow before you check out of residence. Your room will be inspected by residence staff once you have completed your final exam. Your student account will be assessed the cost of cleaning and repair to correct any problems if these instructions are not followed.

You are **required** to have your RA inspect your room with you before you leave residence. Please contact your RA and they will arrange to do an inspection with you.

Belongings	Cleaning	Keep in Mind
<ul style="list-style-type: none"> <input type="checkbox"/> Remove all personal belongings from the pedestal drawers. Wipe out the drawers, wipe the top and sides to remove all dirt and marks. <input type="checkbox"/> Remove all personal belongings from the bed drawers. Be sure to inspect the back of all drawers to ensure that you have left nothing behind. Wash out the drawers. <input type="checkbox"/> Loyola Residents are to ensure that they remove any and all of their personal belongings from the common storage closet on the floor before leaving. 	<ul style="list-style-type: none"> <input type="checkbox"/> Clean wall surfaces to remove all fingerprints and foreign substances. It is necessary for you to clean the walls to remove all the finger prints, tape residue, poster putty and all other dirt that has collected on the surfaces of the walls. <div style="text-align: center;">  </div> <ul style="list-style-type: none"> <input type="checkbox"/> Clean the closet shelves. Be sure to inspect the back of that top closet shelf. Wipe the shelves to remove any dirt and marks that may have accumulated during the academic year <input type="checkbox"/> Clean the top of the desk, clean the book shelves, clean the keyboard tray <input type="checkbox"/> Clean both sides of your room door. All writing and 	<ul style="list-style-type: none"> <input type="checkbox"/> All furniture must be returned to its proper location. If you have moved the bed or desk in the room then you must move them back in their proper location <input type="checkbox"/> Wipe down the phone. Ensure that you return the proper cords if you used any of your own <input type="checkbox"/> Linen University linens are to be folded and left on the foot of your bed. <input type="checkbox"/> Bag the garbage from the room and ensure it is put in the garbage chute. You must remove all garbage from the room.

marks must be removed from both sides of your door. Ensure that the message board on the door is clean.

- Clean the tops of all baseboards and radiators.** Use a broom to sweep off the dust. Then, use a wet rag or use the mop. Simply run the mop along the top of the baseboard to remove the remainder of the dirt. The top and face of the radiator may be cleaned in the same manner as the baseboards but ensure that all the surfaces are wiped down.
- Sweep and mop the floor in your room.** Ensure all dirt is placed in a garbage bags and not swept out into the hallway.



Note: Upon check out apartments and rooms are to be in the same condition as when the occupant took possession. Cleaning and damage assessments are in effect.