

# Cleaning Checklist

Complete by 8 PM (no pers this night if you aren't done) or do ahead of time and get it checked off by your wing supervisor when they are on duty.

**CLEANING SUPPLIES CAN BE FOUND IN THE KITCHENETTE AREA. PLEASE USE THESE RESPONSIBLY.**

- Your trash has been taken out to the dumpster (outside)
- Your desk, windowsill, shelf above your closet, and closet shelf have been completely cleared, dusted, and things put back.
- Your personal refrigerator has been completely emptied, wiped out, and any things put back.
- Your blue bins have been taken out from under your bed. Dust the tops of your bins. Sweep or dust under your bed. Put your bins back. This is a good time to put things aside for open storage.
- Floor heat vent is dusted off - even the ones behind your bed.
- Your food bin has been organized. Any stale food has been thrown away. All the food is in a food bin.
- Your room looks like you just moved in and remains this way.
- Laundry Done - if you have your own sheets, these must be washed.
- Your items are taken out of the main refrigerator.
- Your items are taken out of your room refrigerator and cleaned (spotless)
- The floors have been swept or vacuumed. All stains should be cleaned off the floor.