

**BEAR CREEK CHECK-OUT  
ROOM CLEANING CHECKLIST FOR LSA RESIDENTS**

1. **Put all linen and towels in pile on bed**
  
2. **All rooms and apartment are to be left clean. We consider “clean” to indicate the following has been done:**
  - all walls wiped clean with a wet cloth if needed
  - all furniture properly assembled
  - all original furniture in the room and apartment
  - all personal items removed from walls, doors, ceiling and floor; desks and dresser(s) cleaned and wiped off
  - all waste paper and personal items out of room and apartment
  - all bathrooms cleaned
  - all food removed from refrigerator
  - all kitchen appliances cleaned (microwave, refrigerator, sink)
  - all personal furniture removed
  - all decals, stickers, tape, etc., removed from doors, walls, ceilings and windows
  - all trash and recycling needs to be taken out of rooms and apartment down to the main trash/recycling rooms behind the front elevator on each floor
  
3. **Final procedures in order to complete your check-out:**
  - Check out with Bear Creek front desk staff – sign check out sheet and return room key. There is a \$45.00 charge for unreturned room keys.
  - Bring kitchen supply box to Darley Commons 212 (if you received it at check-in)

If there are any damages to your room/apartment or if your room/apartment needs excessive cleaning you will be contacted and your credit card will be charged. Charges will be assessed on an individual basis.