

**WILLIAMS VILLAGE CHECK-OUT
ROOM CLEANING CHECKLIST FOR LSA RESIDENTS**

1. **Put all linen and towels in pile on bed**

2. **All rooms 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 beds and other furniture properly assembled
 - all original furniture in the room and back to original location
 - 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
 - all bathrooms cleaned (for apartments and rooms with bath)
 - all food removed from micro-fridge and micro-fridge cleaned
 - all personal furniture removed
 - all decals, stickers, tape, etc., removed from doors, walls, ceilings and windows
 - all trash in trash receptacles

3. **Final procedures in order to complete your check-out:**
 - Bring kitchen supply box to Darley Commons 212 (if you received it at check-in)
 - Check out with front desk staff at Darley Commons

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.