



Room Inspection Checklist

This form is to help you with your final move-out cleanup. If you wish for a pre-move out inspection, please contact housekeeping at 403-220-5311.

Who pays for property damage and extra cleaning fees?

The University holds each student accountable for loss or damage to property beyond normal wear and tear. Room property includes dressers, desks, chairs, appliances (e.g. stove, fridge), light fixtures, wall surfaces, floors, interior and exterior door surfaces, windows.

1. In rooms shared by residents, the occupants of the room are equally responsible for their share of the damage or cleaning charge** unless the responsible party voluntarily assumes the total charge.
2. When one roommate moves out while the other(s) remain, each person who is currently occupying the room is responsible for cleaning the room/apartment's common areas (washrooms, kitchen, living room, hallways etc.). If the room/apartment is not found to be in acceptable condition for a new resident, housekeeping services will be engaged and the residents will be subject to billing.
3. Residents will be billed for excessive or improperly disposed trash that can be traced to them.

*****Refer to your the Housing Policies for a complete list of cleaning charges.*****



RESIDENCE SERVICES

Telephone: 403-220-3210

Fax: 403-282-8443

Email: residence@ucalgary.ca

Apartments/Suite-Style Units

- ___ Furniture wiped down & placed in original position
- ___ Carpets vacuumed including edges of carpet
- ___ Baseboards dusted & wiped clean
- ___ Windows sills wiped clean
- ___ Tops of radiators wiped clean
- ___ Upholstered furniture vacuumed
- ___ Dresser & desk drawers empty and wiped
- ___ Mattress lifted & dusted underneath
- ___ Closet empty & dusted
- ___ Check screen & clean windows on inside
- ___ All garbage removed to appropriate disposal area
- ___ Kitchen & bathroom floors washed
- ___ Kitchen cupboards & drawers emptied & wiped out
- ___ Fronts of cupboards wiped
- ___ Stovetop cleaned, including drip pans (all foil should be removed)
- ___ Oven cleaned with no traces of cleaner left
- ___ Stove hood & hood fan cleaned & free of grease (both top & underneath)
- ___ Sink clean & free of build up
- ___ Stove & fridge pulled out to clean wall surrounding them & floor beneath



(leave out 6 “)

- ___ Fridge & microwave – inside & out & in working order
- ___ Bathroom sinks clean & fixtures free of buildup
- ___ Tub & shower cleaned & free of rings
- ___ Tiles clean (no mildew or scum)
- ___ Toilet clean (inside & out)
- ___ Bathroom cupboards empty and wiped out

Rooms in: Kananaskis & Rundle Halls

- ___ Furniture wiped down & placed in original position
- ___ Fridge clean & in working order
- ___ Carpets vacuumed
- ___ Baseboards wiped down & dusted
- ___ Windows sills wiped
- ___ Tops of radiators wiped
- ___ Upholstered furniture vacuumed
- ___ Dresser & desk drawers empty & wiped
- ___ Mattress lifted & dusted underneath
- ___ Closet empty & dusted/vacuumed
- ___ Check screen & clean windows on inside
- ___ All garbage removed to designated disposal area



- ___ Bed mattress in good condition
- ___ All poster, tape, glow-in-dark stars etc.
removed
- ___ Bulletin boards in good condition (no graffiti)