Roommate Damage and Cleaning Guide

This guide is intended to assist roommates in reaching an agreement regarding responsibility for cleaning and damages in the room/ apartment. Residence Life & Housing will not collect this form, nor use it to determine damage billing charges.

Building: _____ Apartment/ Room #:_____

Damage Responsibility Section

The purpose of this section is to identify personal responsibility and promote discussion to determine who will report specific damages caused onto the Self-Checkout Form on the RoomRez Housing Portal.

Description and Location of Damage	Responsible Roommate(s)
1.	
2.	
3.	
4.	

Apartment/Room Cleaning Section

The purpose of this section is to promote discussion to determine who will clean various room spaces of your apartment/suite. It is recommended that you complete all areas that are applicable to your room.

Bedroom A Roommate Names 1. _____ 2. _____

Cleaning Tasks to be Completed	Person(s) Responsible
• Carpet vacuumed	_____
• Trash removed	_____
• Beds assembled	_____
• Desk and dresser drawers emptied and clean	_____
• Surfaces wiped down	_____
• All personal items removed	_____
• Posters, stickers, tape, and nails removed from walls	_____

Bedroom B Roommate Names 1. _____ 2. _____

Cleaning Tasks to be Completed	Person(s) Responsible
• Carpet vacuumed	_____
• Trash removed	_____
• Beds assembled	_____
• Desk and dresser drawers emptied and clean	_____
• Surfaces wiped down	_____
• All personal items removed	_____
• Posters, stickers, tape, and nails removed from walls	_____

Bedroom C Roommate Names 1. _____ 2. _____

Cleaning Tasks to be Completed	Person(s) Responsible
• Carpet vacuumed	_____
• Trash removed	_____
• Beds assembled	_____
• Desk and dresser drawers emptied and clean	_____
• Surfaces wiped down	_____
• All personal items removed	_____
• Posters, stickers, tape, and nails removed from walls	_____

Bedroom D

Roommate Names 1. _____ 2. _____

Cleaning Tasks to be Completed	Person(s) Responsible
Carpet vacuumed	
Trash removed	
Beds assembled	
Desk and dresser drawers emptied and clean	
Surfaces wiped down	
All personal items removed	
Posters, stickers, tape, and nails removed from walls	

Bathroom #1

Tasks to be Completed	Person(s) Responsible
Clean and scour tub/shower	
Clean sinks, cabinet, countertop	
Floor swept and mopped	
Clean toilet	
Removal all personal items and trash	

Bathroom #2

Tasks to be Completed	Person(s) Responsible
Clean and scour tub/shower	
Clean sinks, cabinet, countertop	
Floor swept and mopped	
Clean toilet	
Removal all personal items and trash	

Kitchen/Dining Room

Tasks to be Completed	Person(s) Responsible
Trash removed	
Food and containers removed from refrigerator, pantry and cabinets	
Refrigerator wiped out, food stains and debris removed	
All surfaces wiped down and food debris/stains removed	
Floor swept and mopped	
Sink cleaned	
Stove top and oven cleaned	

Living Room, Hallway, Other Common Areas, and General Cleaning

Tasks to be Completed	Person(s) Responsible
Pick up all items off floor and vacuum carpet	
Wipe down all surfaces, including tables and window sill	
Remove and properly dispose of all trash	
Remove all personal items, including items in closets and drawers	
Clean debris off all furniture	
Put all furnishings in proper location	
Properly re-install window screens	
Remove all posters, signs, tape, stickers, nails, tacks, and poster from walls, doors, and windows	
Clean stains and marks off walls	