

Residence Hall: \_\_\_\_\_

Suite/Apt/Rm #: \_\_\_\_\_

**CLEANING & DAMAGE RESPONSIBILITY**

**INSTRUCTIONS:**

Save yourself from disputes and unnecessary damage fees. Discuss damages/cleaning in your assigned space. Write in the box below who is responsible. **ALL residents assigned to the room, suite or apartment must sign below for this document to be valid.** Return this completed form to your RA/CA prior to the first person checking out. If no form is received, signatures are missing or the form is improperly filled out, charges will be divided amongst ALL residents of the unit. It is suggested that high use areas (*i.e.* bathroom) are cleaned by the last person leaving so that you do not have to clean it twice - if it is cleaned by the person responsible, then dirtied again, the last person to check out may be held responsible for cleaning charges.

Cleaning Responsibility

Living Room Area:

Sink/Cabinets emptied & cleaned:

Hallway/Dining Room Area:

Refrigerator:

Bathroom #1 Shower:

Stove & Microwave:

Bathroom #1 Toilet:

Bedroom A:

Rest of bathroom #1:

Bedroom B:

Bathroom #2 Shower:

Bedroom C:

Bathroom #2 Toilet:

Bedroom D:

Rest of Bathroom #2:

Other:

Damage Responsibility

*Example: Joe Smith (Red ID#123456789) - two small holes in hallway wall by bathroom door*

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Signature Date