

## End of the Semester – White Glove Inspection Sheet

**Student:** \_\_\_\_\_ **Residence Hall/Room** \_\_\_\_\_

\_\_\_\_ *Personal Belongings* – Does the student have a schedule for next semester? If not, the student must have all of his personal belongings completely out of the room. This includes furniture that the university does not provide (i.e. couches, recliners, etc.).

\_\_\_\_ *Trash* – Is all trash taken out of the room and thrown away? Do not let student leave trash bags outside the room near the door.

\_\_\_\_ *Floors* – Are both floors swept and mopped (bathroom and bedroom)?  
Did you check behind the doors, under the beds, and under furniture in the room?  
Make sure you move the dressers, desks and beds to check under them.

\_\_\_\_ *Furniture* – Is the correct amount of furniture in the room?  
Have the desktops, dressers and beds been dusted?  
Have you checked the inside drawers for dirt, dust and personal belongings?  
Are the bookshelves/desk carols clean and dusted?  
Is there writing, marks or damage on the tops of the dressers, bookshelves/carols and desks that is not on the Room Condition Agreement Form?

\_\_\_\_ *Window* – Is window clean on the inside and outside?  
Has the windowsill been dusted? Are the window blinds damaged? Do the blinds open and close, as they should?

\_\_\_\_ *Closet* – Is closet (and shelf) empty? Have the closet shelves been dusted or wiped off?

\_\_\_\_ *Bathroom* –

- Is the shower clean? Is the shower floor/walls white? Is everything out of the shower?
- Sinks and counters clean? Personal items removed? Trash removed? Spaces under the counters clean and empty?
- Toilet clean inside and outside? Does toilet flush properly? Floor around the toilet must be clean. Any damage to the stall or door of the stall?
- Bathroom floor has been swept and mopped?
- Does bathroom smell clean?
- Is Mirror clean?
- Is there any mildew on the ceiling (especially, above the shower) or walls of the bathroom?
- Is there any trash to be thrown away? Magazines, empty toilet paper rolls, etc.?

\_\_\_\_ *Outside Walkway* – Is the area in front of the room clean? Has the walkway/hall been swept and picked up? Are cigarette butt cans in front of the room clean and empty? Are scratches/writing on the door, doorframe or outside walls from the occupants of the room?

\_\_\_\_ **Damage** – **Have you checked for damage in the room and bathroom?**

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_/\_\_\_/\_\_\_\_\_