

Move-out Checklist

Following a move out, Auziliary Maintenance will inspect the unit and will compare the actual condition of the room to what is reported on the Room Condition Report. The cost of additional cleaning or repairing any new damage will be charged to the resident's PSU student account. You are encouraged to remove all belongings and thoroughly clean the room.

The room should look like it did when the resident first moved in. The following is a list of basic cleaning steps each resident should perform in order to avoid extra cleaning costs. Fees will be charged to the resident's PSU student account if the item is not completed.

Kitchen

- Wipe down all cabinets and countertops
- Clean sink
- Clean stovetop and oven
- Clean/sweep floor
- Empty and clean refrigerator
- SLOWLY defrost freezer by doing the following:
 - Turn dial to off, leave door open with something underneath the freezer area to catch melting ice
 - Do NOT use sharp objects to break ice. You will be charged for a new refrigerator if broken!

Bathroom

- Scrub/clean tub, shower, sink, and toilet with all purpose, non-damaging cleanser
- Clean/sweep floor

Bedroom and Living Room

- Sweep/vacuum floor
- Dust window sills and ledges
- Dust blinds (Do not wash curtains)

Overall

- Remove all trash
- Remove all your furniture, leaving only Portland State University furniture provided in furnished units
- Carefully remove all wall markings, including tape and stickers

Common Areas

- Although it is not each resident's responsibility to clean common areas, it IS your responsibility to avoid leaving garbage in or causing damage to common areas.
- You may NOT abandon your furniture or other things in hallways, laundry rooms, lounges, lobbies, or stairwells. This includes donation piles — please recycle and donate in assigned locations only.
- The University reserves the right to assess charges to the community for abandoned items or damages to areas used by the community.

**If you have any questions about the cleaning standards or fees please contact
the University Housing Office at 503-725-4370.**

Thank you for your cooperation!



Steps for a successful Move-out....

- Sign up for a Walk-Thru or plan for an Express Check-Out (more information at www.pdx.edu/housing/move-out)
- Forward your mail
- Remove personal items from room
- Remove all trash to dumpster
- Recycle items if possible
- Clean refrigerator
- Clean room
- Complete Walk-Thru with RA or Complete an Express Check-Out
- Return keys to desk

