



AMERICAN UNIVERSITY OF IRAQ SULAIMANI

A Checklist for a Successful Check-Out

Have you....

- I. Cleaned the ceiling, doors, walls, and windows?
 - Remove all decorations, stickers, and tape/sticky putty
 - Clean both sides of room entrance door and closet/wardrobe doors
 - Close and lock windows; keep curtains/blinds open

- II. Cleaned the bathrooms? (if applicable)
 - Remove all personal belongings (check vanity cabinet and drawers)
 - Clean toilet and stall area
 - Clean shower area
 - Clean vanity area (mirror, sink, cabinet)

- III. Cleaned the microwave and refrigerator units?
 - Clean the entire unit, inside and outside
 - Defrost the refrigerator; leave the unit plugged in and turned ON

- IV. Cleaned your room and the common area? (if applicable)
 - Remove all personal belongings from room (carpet, clothes, etc.)
 - Clean closets, dressers, and desks (including inside the drawers)
 - Vacuum the floor
 - Remove all trash to the 'janitor's' closet or dumpsters
 - Return all original furniture to their proper place in the room
 - Lock and secure room door
 - Return room key and check-out form to the Facilities Management Department

- V. Ready to leave?
 - Turn off all lights
 - Lock and secure room door
 - Remove all trash – **Do not leave trash in the hallways**
 - Return room keys to the Facilities Management Department