

White Glove Inspection: FALL Checkout

Room: _____

Instructions: Print each resident’s name and ID in the lines provided below. Assign room jobs by using the number that correlates with the resident’s name. Only one resident may take responsibility per assignment. If a suitemate is responsible for the toilet/shower, write their PCC ID # in the assignment line.

Search “White Glove” on Eagles Nest for cleaning expectations, tips, and tools!

ID#	Name:
#1. _____	_____
#2. _____	_____
#3. _____	_____
#4. _____	_____

RA/RM Use Only: Check-out Date and Time

Main Room			Bathroom
_____ A/C vents	_____ Chairs	_____ Refrigerator-empty/clean	_____ Bathroom mirror
_____ Bed (bottom left)	_____ Closet	_____ Room mirror	_____ Floor/baseboards (mopped)
_____ Bed (bottom right)	_____ Door frames	_____ Room sink/counter	_____ Shower/tub/curtain
_____ Bed (top left)	_____ Desk	_____ Trash	_____ Sink/countertops/cabinets
_____ Bed (top right)	_____ Dressers	_____ Window/ledges/blinds	_____ Toilet
_____ Bookshelf	_____ Floor/baseboards		_____ Trash

Inspection Fines: Failed Inspection: \$25/Failed Re-check: \$100. **Disputes for White Glove fines must be resolved through your Residence Manager before leaving campus.**

Checkout Reminders: A \$50 Improper Move-out fine will be charged to the student who checks out last if the trash or refrigerator is not empty. **Before leaving campus, take your personal belongings off the floor and place them on your bed to protect them in the event of a water leak.**