

# White Glove Inspection: SUMMER White Glove & 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	____ *Furniture placement	____ Bathroom mirror
____ Bed (bottom left)	____ Closet	____ Refrigerator-empty/clean	____ Floor/baseboards (mopped)
____ Bed (bottom right)	____ Door frames	____ Room mirror	____ Shower/tub/curtain
____ Bed (top left)	____ Desk/drawers	____ Room sink/counter	____ Sink/countertops/cabinets
____ Bed (top right)	____ Dressers/drawers	____ Trash	____ Toilet
____ Bookshelf	____ Floor/baseboards	____ Window/ledges/blinds	____ Trash

\*See your floor bulletin board for a diagram of the correct furniture placement. There should not be any personal items left in the room/hallway.

*Your entire room must meet the White Glove expectations above to pass your inspection. All assignments that fail inspection will be rechecked.*

**Inspection Fines:** Failed Inspection: \$25/Failed Re-check: \$100. Disputes for White Glove fines must be addressed through your Residence Manager or reviewed on your Attendance and Conduct page. **Failure to complete White Glove or fully vacate your summer room (including all personal belongings) by 11:30 pm, will result in a \$50 improper move-out fee.**