

White Glove Inspection: SPRING 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

Your entire room must meet the White Glove expectations above to pass your checkout appointment

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