

Room #: _____

DELTA CHI APARTMENT ROOM CHECKIN/OUT LIST

Date: ____/____/____

Please check all items on this list upon arriving or departing the room.

A \$25 per hour fine will be imposed for any additional cleaning required or for improper check out.If you have any questions about these items, contact the housing manager,
_____ in apt # _____Section: ☐ A ☐ BTerm: ☐ 01 - Winter ☐ 03 - Summer
☐ 02 - Spring ☐ 04 - Fall

	Check In	Check Out	Housing Manager	Alternate Chapter Rep.	Comments*
Living Room					
Couches clean:	_____	_____	_____	_____	_____
Whiteboard erased:	_____	_____	_____	_____	_____
Kitchen					
Refrigerator empty & clean:	_____	_____	_____	_____	_____
Dishes cleaned & put away:	_____	_____	_____	_____	_____
Stove top and oven clean:	_____	_____	_____	_____	_____
All parishable food removed:	_____	_____	_____	_____	_____
Large & Small Bedrooms					
Closet empty:	_____	_____	_____	_____	_____
Bed clean:	_____	_____	_____	_____	_____
Clean all drawers, desk, dresser, etc:	_____	_____	_____	_____	_____
Bathroom					
Tub cleaned/scrubbed:	_____	_____	_____	_____	_____
Toilet clean:	_____	_____	_____	_____	_____
Sink clean:	_____	_____	_____	_____	_____
Medicine cabinet empty:	_____	_____	_____	_____	_____
Shower curtain present & usable:	_____	_____	_____	_____	_____
General Apartment					
All Lights working:	_____	_____	_____	_____	_____
Floors vacuumed:	_____	_____	_____	_____	_____
Remove all Trash:	_____	_____	_____	_____	_____
<i>Dust ALL ledges, shelves, etc:</i>	_____	_____	_____	_____	_____
Clean all window from inside:	_____	_____	_____	_____	_____
Close all windows:	_____	_____	_____	_____	_____
<i>All Personal property clearly labeled:</i>	_____	_____	_____	_____	_____
Returned Apartment/Door Keys	_____	_____	_____	_____	_____
<u>Signature of Tenant(s):</u>					
Print Name: _____				Print Name: _____	
Sign: _____				Sign: _____	
<u>Verified By:</u>					
Housing Manger:				Alternate Chapter Representative:	
Print Name: _____				Print Name: _____	
Sign: _____				Sign: _____	

* All items that require repair must be relayed in the comment section *