



# The Kings College Room Inspection Checklist

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Chamberlain Name: \_\_\_\_\_ Room #: \_\_\_\_\_ Date: \_\_\_\_\_

Circle One:    **Pass**    **More Cleaning Needed**

## Kitchen

1. \_\_\_\_ Clean thoroughly the outside of all cabinets and drawers.
2. \_\_\_\_ Clean refrigerator thoroughly inside and out, including the top. Get rid of old food.
3. \_\_\_\_ Clean sink with a kitchen cleaner and scrub clean all counter tops (including area under the microwave). Pay special attention to the area of wall between the cabinets and counter top.
4. \_\_\_\_ Sweep floors and mop with a floor cleaner.
5. \_\_\_\_ Clean inside and outside of microwave and outside of dishwasher.
6. \_\_\_\_ Clean stovetop (including the tin circular pieces under the burners).
7. \_\_\_\_ Pull stove away from wall and sweep/mop underneath.
8. \_\_\_\_ Deep clean the inside of oven with an oven-cleaner (follow directions on can).
9. \_\_\_\_ Ensure that there is no general grease build-up anywhere.

## Living rooms, bedrooms, closets, hallways included

1. \_\_\_\_ Sweep and mop floors.(do not use large amounts of water); clean under desks, chairs, sofa, & rugs.
2. \_\_\_\_ Wipe down woodwork and window sills. Use glass cleaner on inside of windows.
3. \_\_\_\_ Vacuum carpet or any area rugs and sofa.
4. \_\_\_\_ Wipe down table and chairs.
5. \_\_\_\_ Clean tops and sides of desks.
6. \_\_\_\_ Wash hand prints, smudge and shoe marks off all doors (bedroom and closet).
7. \_\_\_\_ Clean baseboards get rid of all dust-bunnies underneath furniture and in closets.
8. \_\_\_\_ Make sure that all lamps have working light bulbs.
9. \_\_\_\_ Make sure that there are no screws, large nails, or concrete anchors in any wall.
10. \_\_\_\_ Make sure that bed drawer knobs and bed rails are screwed on.
11. \_\_\_\_ Make sure that closet shelves are in place, not broken, or pulled out of walls.

## Bathrooms

1. \_\_\_\_ Clean sink and toilet with toilet cleaner.
2. \_\_\_\_ Clean mirrors and window sill with Windex.
3. \_\_\_\_ Clean tub with soft scrub or Ajax type cleanser.
4. \_\_\_\_ Clean walls of shower/tub. Make sure that no mold or mildew is present (check shower curtain).
5. \_\_\_\_ Clean inside and outside of bathroom door.
6. \_\_\_\_ Clean floor thoroughly with bathroom floor cleaner.
7. \_\_\_\_ Clean the grout between the tiles. It often becomes yellow or black tinged; use bleach and be sure that you have ventilation.

## Miscellaneous

1. \_\_\_\_ All school-assigned furniture must be in its issued condition (no disassembled furniture).
2. \_\_\_\_ Put away "piles" of stuff, personal items should be organized.
3. \_\_\_\_ No pets other than fish are allowed.
4. \_\_\_\_ No alcohol containers (full or empty), fireworks, explosives, flammable liquids, illegal drugs/chemicals, drug paraphernalia, offensive/defensive weapons, firearms, pet equipment or supplies, homemade/modified electrical wiring, traffic and street signs, incense or substances with offensive odors.
5. \_\_\_\_ No candles that are not encased in a glass container are allowed.

Maintenance Items to be reported: \_\_\_\_\_

Name of person submitting maintenance request: \_\_\_\_\_