



# The Kings College Ludlow Room Inspection Checklist

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

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

## Bedroom

1. \_\_\_\_ Clean refrigerator thoroughly inside and out, including the top. Get rid of old food.
2. \_\_\_\_ Sweep floors and mop with a floor cleaner; clean under desks and chairs.
3. \_\_\_\_ Clean inside and outside of microwave.
4. \_\_\_\_ Wipe down woodwork and window sills. Use glass cleaner on inside of windows.
5. \_\_\_\_ Clean tops and sides of desks.
6. \_\_\_\_ Wash hand prints, smudge and shoe marks of all doors.
7. \_\_\_\_ Clean baseboards get rid of all dust-bunnies underneath furniture and in closets.
8. \_\_\_\_ Make sure that there are no screws, large nails, or concrete anchors in any wall.
9. \_\_\_\_ Make sure bed rails are screwed on.
10. \_\_\_\_ Make sure AC/Heating unit is functioning properly.
11. \_\_\_\_ Make sure smoke detector and sprinkler are uninhibited.

## Bathroom

1. \_\_\_\_ Clean sink and toilet with toilet cleaner.
2. \_\_\_\_ Clean mirrors with glass cleaner.
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. \_\_\_\_ Ensure that no roommates have any pets.
4. \_\_\_\_ No candles, 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 are allowed.

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

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