

## **Eastern Shore Area Health Education Center Student Housing Cleaning Checklist**

Students using the Eastern Shore AHEC housing are expected to undertake minimum housekeeping duties. A more thorough cleaning will be done by a cleaning service between rotations. Students should notify the AHEC center as soon as possible regarding any questions, needs or concerns. Expectations of the students are as follows:

- Key**      Return all keys at exit evaluation to the Clinical Education Coordinator
- Linens**    Wash, dry and fold linens for the next person. Washers and dryers are at each housing location. A spread, light blankets, pillows, pillowcases, mattress covers and sheets are provided.
- Floors**    Wipe up spills. Vacuum when needed during stay and just before checking out.
- Kitchen**   Clean out refrigerator. Clean stove. Wipe up spills. Keep dishes, counters, and cabinets clean.
- Bedrooms** Keep bedding clean and leave it clean.
- Bathroom** Scrub bathroom frequently, especially since it is shared. Scrub toilet, sink, shower, tub and floors.
- Supplies**   These supplies should be available: vacuum, broom/mop, dust pan, cleaning liquid, sponge, toilet paper, paper towels, laundry soap and dish liquid, light bulbs, trash bags, rubber gloves, etc.

Remember, your apartment is stocked with adequate supplies when you begin your rotation. If you exhaust an item, you are responsible for replenishing it. A copy of the list of supplies will be given to you with your key. If you find that supplies are not there upon your arrival, please notify the Center office immediately.

**Fee Policy:** If special cleaning or repairs are needed due to your negligence, you will be charged the fee or cost of cleaning or repairs and/or penalty. ESAHEC will work with the University to assess the proper penalty.