



Cleaning & Damage Responsibility: Classics/CV2

Instructions: Save yourself from dispute and unnecessary damage fees. Discuss damage/cleaning in your assigned space. Write in the box below who is responsible. **ALL residents assigned to the room, suite or apartment must sign below for this document to be valid.** Return this completed form to your RA prior to the first person checking out. If no form is received, signatures are missing or the form is improperly filled out, charges will be divided amongst **ALL** residents of the unit. It is suggested to decide who will clean what so you don't have to clean it twice – if it is cleaned by the person responsible, then dirtied again, the last person to check out may be held responsible for cleaning charges.

Cleaning Responsibility

Remove all staples/Thumbtacks:	Trash Removal:
Bed Space A:	Carpet:
Bed Space B:	Mirror:
Bed Space C:	Windows/Blinds:

*For Bed Spaces: wipe down the mattress, inside and outside of drawers, and desk.
 *For Trashcans: make sure the inside of it is also clean.

Damage Responsibility

Example: *Joe Smith (SJSU ID#123456789) – Stain on carpet by the door.*

Signature Date

Signature Date

Signature Date