



## Cleaning & Damage Charges for Residence Life

Residents are responsible for maintaining the facility in which they reside. This does not mean that a resident may make any repairs themselves. Residents are not permitted to alter or modify University-provided furnishings or spaces. Each resident is responsible for the prevention of accidental or intentional damage and is expected to keep the property clean & sanitary within the areas that they are responsible for. Residents must report the condition of University property through work orders. The Department of Residence Life or your Resident Assistant should also be contacted immediately for emergency maintenance matters.

The information contained in this document outlines charges and/or fees associated with maintaining the property and/or fixtures and furniture within the housing areas beyond normal wear and tear. It is not intended to cover all situations but the most common costs and fees encountered. Housing reserves the right to alter or update this document whenever the costs of replacement, vendor charges, damage, repair, labor and any combination of these factors change.

There are times when unfortunate events may occur during the school year. Mechanical failure is not grounds for replacement, reimbursement or compensation to the residents. The Department of Residence Life strongly encourages residents to invest in renter's insurance or verify a parental homeowner's policy provides coverage while living on campus.

Damages are tracked by Housing and charges may be assigned during the school year or after check-outs. Items will be considered billable if the damage is not normal wear and tear or are the result of resident negligence, abuse, misuse, accidental loss/damage, or not cleaning the areas enough.

When possible, the responsible individual(s) will be charged the cost to repair or replace damages. When the responsible individual(s) cannot be identified, these charges can be assessed to all residents within the residential area. Guests are the responsibility of the resident they are visiting and any damage or cost associated with them are the responsibility of the resident that holds a lease contract.

# Overall Cleaning Charges

Standard: Any area of the unit should appear as if it was thoroughly cleaned. It should be free of trash and personal property. If a light cleaning would not render the area “move-in ready,” the resident(s) will be assessed cleaning charges. Carpet Cleaning charges and damages charges are not included in full cleans.

## Full Unit Cleaning by either Contracted Cleaning Company or University Staff

Location	Comments	Charge
1 Bedroom Apartment	All should appear as thoroughly cleaned	<b>\$400.00</b>
2 Bedroom Apartment		<b>\$475.00</b>
4 Bedroom Apartment		<b>\$750.00</b>
4 Bedroom Townhouse		<b>\$800.00</b>
Private Residence Hall Room		<b>\$250.00</b>
Shared Residence Hall Room		<b>\$250.00</b>
<b>Excessive Cleaning Fee</b>	If the unit is beyond a normal Vendor charge for cleaning	<b>+ \$300</b>

*Note: charges do not include carpet cleaning, fabric cleaning, or floor strip and wax charges*

## Bathroom Cleaning

	Comments	Charge
<b>Full Bathroom Cleans</b>	If three (3) or more items are listed below:	<b>\$125.00</b>
Commode	Charge if not cleaned, flushable, and absent of waste	\$35.00
Shower Walls/Basin/Tub	Charge if not cleaned: no scum, mildew, or stains	\$35.00
Floor	Charge if not swept & mopped with no stains easily removed	\$35.00
Mirror	Charge if not cleaned with no spots, streaks, and/or mildew	\$35.00
Sink	Charge if not cleaned: no scum, mildew, or stains	\$35.00 /sink
Personal Small Items/Trash	Charge if not free from any left trash or items	\$35.00 /bag
<b>Excessive Cleaning Fee</b>	If the bathroom is excessively messy or filthy	<b>+ \$125.00</b>

*Note: charges do not include floor strip and wax charges*

## Bedroom Cleaning

	Comments	Charge
<b>Full Bedroom Cleans</b>	If three (3) or more items are listed below:	<b>\$75.00</b>
Floor	Charge if not vacuumed/cleaned with no waste or stains	\$25.00
Furniture Surfaces	Charge if not cleaned with no dust or stains easily removed	\$25.00
Furniture Interior	Charge if not cleaned with no dust or stains easily removed	\$25.00 /piece
Wall Stains (not paint)	Charge if not wiped cleaned with no stains easily removed	\$25.00
Closet Interior	Charge if not vacuumed/cleaned with no waste or stains	\$25.00 /area
Personal Small Items/Trash	Charge if not free from any left trash or items	\$35.00 /bag
<b>Excessive Cleaning Fee</b>	If the bedroom is excessively messy or filthy	<b>+ \$75.00</b>

*Note: charges do not include carpet cleaning or fabric cleaning charges*

**Living Room Cleaning**

	<b>Comments</b>	<b>Charge</b>
<b>Full Living Room Cleans</b>	If three (3) or more items are listed below:	<b>\$75.00</b>
Floor	Charge if not vacuumed/cleaned with no waste or stains	\$25.00
Furniture Surfaces	Charge if not wiped cleaned with no dust or stains easily removed	\$25.00
Stairs & Hallways	Charge if not vacuumed/cleaned with no waste or stains	\$25.00
Wall Stains (not paint)	Charge if not wiped cleaned with no stains easily removed	\$25.00
Closet Interior	Charge if not vacuumed/cleaned with no waste or stains	\$25.00
Personal Property/Trash	Charge if not free from any left trash or items	\$35.00 /bag
<b>Excessive Cleaning Fee</b>	If the bedroom is excessively messy or filthy	<b>+ \$75.00</b>
<i>Note: charges do not include carpet cleaning or fabric cleaning charges</i>		

**Kitchen Cleaning**

	<b>Comments</b>	<b>Charge</b>
<b>Full Kitchen Cleans</b>	If three (3) or more items are listed below:	<b>\$125.00</b>
Stove	Charge if not wiped cleaned (inside & out) without stains	\$55.00
Fridge and Freezer	Charge if not wiped cleaned (inside & out) without stains	\$45.00
Cabinets	Charge if not wiped cleaned (inside & out) without stains	\$35.00
Countertops	Charge if not wiped cleaned (inside & out) without stains	\$35.00
Sink	Charge if not wiped cleaned with no stains easily removed	\$25.00
Floor	Charge if not vacuumed/cleaned with no waste or stains	\$25.00
Wall Stains (not paint)	Charge if not wiped cleaned with no stains easily removed	\$25.00
Pantry Interior	Charge if not vacuumed/cleaned with no waste or stains	\$25.00
Personal Property/Trash	Charge if not free from any left trash or items	\$35.00 /bag
<b>Excessive Cleaning Fee</b>	If the kitchen is excessively messy or filthy	<b>+ \$125.00</b>
<i>Note: charges do not include stripping and waxing floor</i>		

**Miscellaneous - Cleaning**

	<b>Comments</b>	<b>Charge</b>
Carpet Cleaning	Charge if recent stains are present or excessive dirtiness	\$150.00 /room
Floor Strip & Wax	Charge if recent stains are present or excessive dirtiness	\$175.00 /room
Trash/Recycling Mess	Charge if trash left unattended either outside or in Res Hallways.	\$45.00 /bag
Trash/Recycling Mess	Charge if unattended trash/items opened/scattered by animal	\$75.00 /bag
Patio/Balcony Cleaning	Charge if immediate area outside unit has to be cleaned	\$45.00 /hour
Power-washing	Charge if sidewalk, balcony, areas outside unit has to be cleaned	\$55.00 /hour
Fabric Furniture Clean	Charge to remove stains and strong odors	\$100/per item
Repeated Warnings	Charge if resident's actions/non-actions cause health concerns	Full Area Clean
Reset Furniture	Replace in proper locations/rooms that resident did not	\$35/per item

# Overall Damage Charges

Standard: All areas should be maintained and in a safe, functional, and in move-in condition. Walls should be clean and free of holes, food debris, etc.; furniture is to be free from holes, broken pieces, fabric tears, and stains; locks, windows, doors, and drawers should be functioning; keys should all be returned; and no stickers or decorations should remain anywhere after move-outs. The Department of Residence Life will replace items if they do not appear to be in move-in condition, if they are not usable, and/or cannot be fixed. These charges are not normal wear and tear but are above and beyond for cases of accidental damage, abuse, neglect, and/or vandalism.

## Labor Rates of University Staff

	<b>Comments</b>	<b>Charge</b>
General Maintenance	Labor rates are per hour and are included in the cleaning and damage charges listed whenever possible. However, if a task is particularly labor intensive, additional labor will be billed as outlined here.  <b>Labor rates are subject to change with contract negotiations and vendor contracts.</b>	\$45.00 / hour
Carpenter		\$55.00 / hour
Painter		\$55.00 / hour
Repair Worker		\$45.00 / hour
Electrician		\$60.00 / hour
Grounds Crew		\$50.00 / hour
Plumber		\$100.00 / hour
Student Worker		\$15.00 / hour
Graffiti Removal Crew		\$45.00 / hour
Pest Control		\$250.00 / hour
Hazard/Body fluid	\$300.00 / hour	
General Subcontractor	Overtime charges are 1.5 times normal rates for a minimum of four hours being charged. Sunday and holiday rates are 2 times the normal rate with a minimum of four hours.	\$250.00 / hour
Other Vendors	Per individual contract work	Per Quote

## Key/Lock – Repair/Replacement

	<b>Comments</b>	<b>Charge</b>
FRH Bedroom Re-Core	Due to Lost, Stolen, or Misplaced Keys.	\$50.00
FRH Bathroom Re-Core	Due to Lost, Stolen, or Misplaced Keys.	\$50.00
LRH Bed/Bath Re-Core	Due to Lost, Stolen, or Misplaced Keys.	\$100.00
Mailbox Re-Core	Due to Lost, Stolen, or Misplaced Keys.	\$50.00
APT/TWN FD Re-Core	Due to Lost, Stolen, or Misplaced Keys.	\$50.00
APT/TWN Bed Re-Core	Due to Lost, Stolen, or Misplaced Keys.	\$50.00
Broken Key	If key is returned to UIS staff	\$0.00
Broken Res Hall Lock	Complete Handle Replacement for Hall Bedroom/Bathroom Door	\$1050.00/lock
Broken Schlage Lock	Complete Handle Replacement for Exterior/Bedroom Door	\$950.00/lock
Broken Best Lock	Complete Handle Replacement for Exterior/Bedroom Door	\$850.00/lock
Broken Wiesner Lock	Complete Handle Replacement for Bedroom Door	\$275.00/lock

**Flooring – Repair/Replacement**

	<b>Comments</b>	<b>Charge</b>
Carpet Square Replacement	Charge for replacement if torn, bleached, etc.	\$75.00/square
Carpet Room Replacement	Charge for replacement if torn, bleached, etc.	Per Quote
Tile Square Replacement	Charge for replacement if broken, chipped, etc.	\$75.00/square
Laminate or Vinyl Floors	Charges for patch and replacement	Per Quote

**Walls/Floor/Ceiling – Repair/Replacement/Repaint**

	<b>Comments</b>	<b>Charge</b>
Holes/Dents 1" or less	Patch and Paint per hole	\$55.00/per
Holes/Dents 2-4" diameter	Patch and Paint per hole	\$80.00/per
Holes/Dents 5-8" diameter	Patch and Paint per hole	\$200.00/per
Holes/Dents 9-12" diameter	Patch and Paint per hole	\$300.00/per
Holes/Dents 13+" diameter	Wall section replacement to be confirmed per section.	\$750.00/per
Drywall/Paint tear	Drywall or Paint is torn from removing adhesive (1sq ft section)	\$60.00/per
Wall/Ceiling Paint	Repaint due to smell / issues that cannot be wiped clean	\$150.00/per
APT/Townhouse Bedroom	Repaint due to smell / issues that cannot be wiped clean	\$750.00
APT/Townhouse Kitchen	Repaint due to smell / issues that cannot be wiped clean	\$750.00
APT/Townhouse Bathroom	Repaint due to smell / issues that cannot be wiped clean	\$750.00
Full Apartment (1 Bedroom)	Repaint due to smell / issues that cannot be wiped clean	\$3000.00
Full Apartment (2 Bedroom)	Repaint due to smell / issues that cannot be wiped clean	\$3,750.00
Full Apartment (4 Bedroom)	Repaint due to smell / issues that cannot be wiped clean	\$5,250.00
Full Townhouse	Repaint due to smell / issues that cannot be wiped clean	\$5,300.00
Phone/Data Jack	Loose from wall due to resident	\$40.00/per
Phone/Data Jack	Broken or Missing due to resident	\$150.00/per
Light Switch Cover	Missing, Broken, Unattached due to resident	\$25.00/per
Outlet Cover	Missing, Broken, Unattached due to resident	\$25.00/per
Smoke Detector	Missing or Broken due to resident	\$750.00/per
Smoke Detector	Unattached due to resident (does not include any city fine)	\$250.00/per
Light Fixture Cover	Unattached due to resident	\$40.00/per
Light Fixture Cover	Missing, Broken, Unattached due to resident	\$250.00/per
Thermostat	Unattached due to resident	\$45.00/per
Thermostat	Missing, Broken, Unattached due to resident	\$300.00/per
Wall Vent	Unattached due to resident	\$45.00/per
Wall Vent	Missing, Broken, Unattached due to resident	\$275.00/per
Floor Vent	Unattached due to resident	\$45.00/per
Floor Vent	Missing, Broken, Unattached due to resident	\$275.00/per
Adhesive/Sticker Removal	Removal without wall damage per small area of 1"-6"	\$45
Adhesive/Sticker Removal	Removal without wall damage per large area of 6"-12"	\$75
Adhesive/Sticker Removal	Removal without wall damage per large area of 13"+	\$125

**Misc Items Left - Removal of Personal Property**

	<b>Comments</b>	<b>Charge</b>
Small Items/Trash	Charge if not free from any left trash or small items	\$35.00/bag
Personal Small Items	Charge if small items/appliances left are not UIS property	\$55.00/item
Personal Furniture	Charge if large items/furniture left are not UIS property	\$95.00/item
Affixed Items (i.e. Mirrors)	Removal without damage	\$65.00/item

**Door/Window – Repair/Replacement**

	<b>Comments</b>	<b>Charge</b>
Hollow Core Wooden Door	Replacement of Bedroom/Bathroom/Closet Interior Door	\$175.00/per
Large Wooden Door	Replacement of Solid Interior Doors and/or Exterior Doors	\$475.00/per
Townhome Metal Door	Replacement of Townhome Exterior Door	\$2950.00/per
Apartment Metal Door	Replacement of APT Interior/Exterior Door (as applicable)	\$2950.00/per
Apartment Windowed Door	Replacement of APT Door with Window (as applicable)	\$1850.00/per
Res Hall Metal Door	Replacement of Metal Hallway Door (Fire Coded)	\$3250.00/per
Res Hall Wooden Door	Replacement of Wooden Hallway Door (Fire Coded)	\$2500.00/per
Res Hall Windowed Door	Replacement of Hallway Door with Window (Fire Coded)	\$3000.00/per
Res Hall Stairwell Door	Replacement of Stairwell Door (Fire Coded)	\$3500.00/per
Any Window Repairs	Carpentry/Trim work only. Damaged glass is replacement	Per Quote
APT Window Replacement	Replacement of Entire Window (large/living room/kitchen)	\$3485.00/per
APT Window Replacement	Replacement of Entire Window (small/bedroom)	\$1835.00/per
TWN Window Replacement	Replacement of Entire Window (large/living room/kitchen)	\$1385.00/per
TWN Window Replacement	Replacement of Entire Window (small/bedroom)	\$1835.00/per
Hall Window Replacement	Replacement of Entire Window (large)	\$2985.00/per
Hall Window Replacement	Replacement of Entire Window (small)	\$1095.00/per
Window Crank Replace	Beyond Repairs bill at hourly rate. Replacement Cost	\$275.00/per
Window Lock Replace	Beyond Repairs bill at hourly rate. Replacement Cost	\$100.00/per
APT/TWN Screen Repairs	Small tears or splits. Repairs bill at hourly rate.	\$55.00/per
Res Hall Screen Repairs	Small tears or splits. Repairs bill at hourly rate.	\$75.00/per
APT/TWN Screen Replace	Replacement Cost	\$175.00/per
Res Hall Screen Replace	Replacement Cost	\$325.00/per
Peephole Replacement	Replacement for missing or broken by resident	\$35.00/per
Doorstop for interior doors	Replacement/Repair for missing or broken by resident	\$55.00/per
Doorstop for entry doors	Replacement/Repair for missing or broken by resident	\$85.00/per
Door Faceplates	Replacement for missing or broken by resident	\$125.00/per
Door Hinges	Replacement costs. Cannot be repaired.	\$55/per
Window Blinds (Res Hall)	Replacement for bent or broken beyond repair by resident	\$655.00
Window Blinds (Large)	Replacement for bent or broken beyond repair by resident	\$375.00
Window Blinds (Regular)	Replacement for bent or broken beyond repair by resident	\$245.00
Window Blinds (Small)	Replacement for bent or broken beyond repair by resident	\$125.00
TWN Bed Closet Doors	No longer being repaired or replaced - removed as broken	\$0.00

**Furniture – Repair/Replacement**

	<b>Comments</b>	<b>Charge</b>
Bed Frame – Twin X-Long	Replacement - Includes freight charges from vendor	\$1100.00/per
Bed Frame - Full	Replacement - Includes freight charges from vendor	\$800.00/per
Bed Mattress – Twin X-Long	Replacement - Includes freight charges from vendor	\$350.00/per
Bed Mattress - Full	Replacement - Includes freight charges from vendor	\$650.00/per
Cloth Mattress – Stained	Attempted cleaning before replacement costs	\$175.00
Surface Repairs	Re-laminate of tops of Dresser, Desk, Stands, Coffee Table	\$215.00/per
Bed Cover Replacement	Replacement - Includes freight charges from vendor	\$75.00/per
Bookcase Repairs	Re-laminate of surface areas or shelving repairs	\$215.00/per
Bookcase Replacement	Replacement - Includes freight charges from vendor	\$525.00/per
Desk Chair Repairs	Repairs to legs and/or seat if possible	\$215.00
Desk Chair Replacement	Replacement - Includes freight charges from vendor	\$335.00/per
Desk Repairs	Repairs to sides and drawers if possible (minimum charge)	\$215.00
Desk Replacement	Replacement - Includes freight charges from vendor	\$525.00/per
Dresser Repairs	Repairs to sides and/or drawers if possible (minimum charge)	\$215.00
Dresser Replacement	Replacement - Includes freight charges from vendor	\$625.00/per
Desk Light	No longer being repaired or replaced - removed as broken	\$0.00
Nightstand Repairs	Repairs to sides and drawer(s) if possible (minimum charge)	\$215.00
Nightstand Replacement	Replacement - Includes freight charges from vendor	\$355.00/per
End Table Repairs	Repairs to sides and legs if possible (minimum charge)	\$215.00
End Table Replacement	Replacement - Includes freight charges from vendor	\$425.00/per
Coffee Table Repairs	Repairs to sides and legs if possible (minimum charge)	\$215.00
Coffee Table Replacement	Replacement - Includes freight charges from vendor	\$425.00/per
Sofa Chair Repairs	Repairs to supports and/or legs – sides & back not separable	\$215.00
Sofa Chair Replacement	Replacement - Includes freight charges from vendor	\$895.00/per
Couch Repairs	Repairs to supports and/or legs – sides & back not separable	\$215.00
Couch Replacement	Replacement - Includes freight charges from vendor	\$2195.00/per
Dining Chair Repairs	Repairs to seat, back, and legs if possible	\$215.00
Dining Chair Replacement	Replacement - Includes freight charges from vendor	\$295.00/per
Dining Table Re-laminate	Re-laminate of top to remove stains or marks	\$265.00
Dining Table Repairs	Repairs to top and legs if possible (minimum charge)	\$215.00
Dining Table Replacement	Replacement - Includes freight charges from vendor	\$885.00/per

**Appliance – Repair/Replacement**

	<b>Comments</b>	<b>Charge</b>
Stove	Appliance repairs will be billed at the cost of replacement parts and labor if possible. Rates if listed are the minimum charge.  If repairs are not possible or would cost the same or more than replacement, then a replacement will be made, and costs will include freight charges from vendor.	\$750.00
Refrigerator & Freezer		\$985.00
Stove Drip Pan / Burners		\$45/per
Dishwasher		\$535.00
Garbage Disposal		\$185.00
Range Hood & Fan		\$285.00
Under Cabinet Lights		\$225.00
Above Stove Microwave	No longer being repaired or replaced - removed as broken	\$0.00

**Bathroom – Repair/Replacement**

	<b>Comments</b>	<b>Charge</b>	
Fan/Exhaust	Repairs will be billed at the cost of replacement parts and labor if possible. Rates if listed are the minimum charge.	\$255.00	
Mirror (Res Hall)		\$480.00/per	
Medicine Cabinet	If repairs are not possible or would cost the same or more than replacement, then a replacement will be made, and costs will include freight charges from vendor.	\$275.00/per	
Shower Curtain Rod		\$100.00/per	
Shower Control Knob		\$365.00/per	
Shower Head		\$55.00/per	
Shower Head (ADA)		\$355.00/per	
ADA Shower/Toilet Bars		Common replacement parts listed only.	Per Quote
Shower Stall		Per Quote	
Sink Basin / Countertop	Toilets in Residence Halls are pressurized and Lids and Tanks cannot be purchased separately. Damage to these items are full toilet replacement.	\$400.00/per	
Sink Cabinets		\$715.00/per	
Sink Stopper		\$55.00/per	
Sink Faucets		\$300.00/per	
Towel Bar		\$65.00/per	
Towel Hooks		\$55.00/per	
Toilet Paper Holder		\$55.00/per	
Toilet Paper Holder Insert		\$35.00/per	
Toilet Seat		\$55.00/per	
Toilet Tank (Non-Res Hall)		\$315.00/per	
Toilet Tank Lid (Non-Res)		\$245.00/per	
Toilet Tank Lid (Res Halls)		N/A	
Commode (Res Halls)		\$725.00/per	
Commode	\$585.00/per		
Commode ADA	\$655.00/per		
Tile Work (Res Halls)	Repairs or replacement of tiles.	Per Quote	

**Kitchen – (Non-Appliance) Repair/Replacement**

	<b>Comments</b>	<b>Charge</b>	
Countertop Vinyl - Repairs	Repairs will be billed at the cost of replacement parts and labor if possible. Rates if listed are the minimum charge.	\$675.00+	
Countertop Replacement		\$2975.00+	
Kitchen Faucet	If repairs are not possible or would cost the same or more than replacement, then a replacement will be made, and costs will include freight charges from vendor.	\$325.00/per	
Kitchen Sink		\$625.00/per	
Sink Stoppers		\$55.00/per	
Cabinet Repairs		\$195.00+/per	
Cabinet Door Replacement		\$285.00/per	
Cabinet Replacement		Common replacement parts listed only.	Per Quote
Ceiling Fan Repairs		\$155.00+/per	
Ceiling Fan Replacement	\$385.00		
Fire Extinguisher Replace	If discharged in horseplay and without just cause.	\$200.00/per	