

**Common Area Cleaning Assignment Form for End-of-Semester Dormitory Check-out Inspection  
Semester 2, Academic Year 2025–2026**

寢室號碼: **Room Number** :

Check-out Order	Cleaning Tasks	Signature of Assigned Area Representative
<p align="center">寢室內 第一位離開 <b>First Resident to Check Out</b></p>	<ol style="list-style-type: none"> <li>1. Remove footprints and stains from walls and ceiling.</li> <li>2. Sweep and mop the floor.</li> <li>3. Wipe the room door.</li> <li>4. Clean windows, window tracks, balcony, and bathroom exterior window area.</li> <li>5. Remove personal items and clean refrigerator space.</li> <li>6. Remove dust from curtains.</li> <li>7. Clean bathroom thoroughly.</li> <li>8. Clean personal bookshelf, desk, drawers, wardrobe, bed board, and floor. Remove hooks and adhesive residue.</li> </ol>	
<p align="center">寢室內 第二位離開 Second Resident to Check Out</p>	<ol style="list-style-type: none"> <li>1. Clean walls and ceiling.</li> <li>2. Sweep and mop the floor.</li> <li>3. Remove and clean air-conditioner filter.</li> <li>4. Clean and defrost refrigerator.</li> <li>5. Clean window tracks and balcony.</li> <li>6. Clean bathroom thoroughly.</li> <li>7. Clean bathroom window and towel rack.</li> <li>8. Recheck the entire room.</li> <li>9. Clean personal bookshelf, desk, drawers, wardrobe, bed board, and floor. Remove hooks and adhesive residue.</li> </ol>	

**Common Area Cleaning Assignment (Based on the Last two Digits of the Room Number)**

Room Number	Cleaning Tasks	Room Number	Cleaning Tasks
11	1st Floor Corridor (Sweep Floor)	35	3rd Floor Corridor and Ceiling of Stairway from 3rd to 4th Floor (Remove Cobwebs)
12	Stairway from 1st Floor to 2nd Floor (Sweep Floor)	36	Ceiling of Main Entrance Interior and Exterior (Remove Cobwebs)
13	1st Floor Water Dispenser and Floor Drain (Clean and Wipe)	41	4th Floor Corridor (Sweep Floor)
14	1st Floor Fire Safety Equipment and Stair Handrails from 1st to 2nd Floor (Wipe)	42	Stairway from 4th Floor to 5th Floor (Sweep Floor)
15	(清理蜘蛛網) Ceiling of 1st Floor Corridor and Stairway from 1st to 2nd Floor (Remove Cobwebs)	43	4th Floor Fire Safety Equipment and Stair Handrails from 4th to 5th Floor (Wipe)
21	2nd Floor Corridor (Sweep Floor)	44	4th Floor Corridor and Ceiling of Stairway from 4th to 5th Floor (Remove Cobwebs)
22	Stairway from 2nd Floor to 3rd Floor (Sweep Floor)	45	Elevator Interior (Wipe, Sweep)

23	2nd Floor Fire Safety Equipment and Stair Handrails from 2nd to 3rd Floor (Wipe)	46	6th Floor Laundry Room and Clothes Drying Area (Sweep Floor)
24	Ceiling of 2nd Floor Corridor and Stairway from 2nd to 3rd Floor (Remove Cobwebs)	51	5th Floor Corridor (Sweep Floor)
25	Area from the Inside of the Main Entrance to Under the Staircase (Sweep Floor)	52	Stairway from 5th Floor to 6th Floor (Sweep Floor)
26	Area from Outside the Main Entrance to the Sidewalk (Sweep Floor)	53	Water Dispensers and Floor Drains on 4th and 5th Floors (Clean and Wipe)
31	3rd Floor Corridor (Sweep Floor)	54	5th Floor Fire Safety Equipment and Stair Handrails from 5th to 6th Floor (Wipe)
32	Stairway from 3rd Floor to 4th Floor (Sweep Floor)	55	5th Floor Corridor and Ceiling of Stairway from 5th to 6th Floor (Remove Cobwebs)
33	Water Dispensers and Floor Drains on 2nd and 3rd Floors (Clean and Wipe)	56	6th Floor Laundry Room Equipment and Ceiling (Clean and Wipe)
34	3rd Floor Fire Safety Equipment and Stair Handrails from 3rd to 4th Floor (Wipe)		

**Signatures of Students  
Assigned to the Common Area**

<b>Bed 1</b>		<b>Bed 2</b>	
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