

**Loyola Marymount University**  
**Suite/Apartment Standards Form**  
**Common Spaces**

**Personal items and hygiene**

Will anything be purchased as community items? Toilet paper, cleaning supplies, coffee, etc.? If so, who is responsible for those things at what times?

The following personal items in the common spaces can be used by any roommate/suitemate/apartmentmate:

- TV
- Game console
- Computer/laptop/tablet
- Stereo
- iPod/MP3 Player
- Kitchen appliances (coffee pot, blender)
- Bathroom appliances (hair dryer, curling iron)
- Toiletries (Shampoo, laundry detergent, etc.)
- Snacks (chips, cookies, fruit, candy, etc.)
- Meals (frozen meals, sandwiches, etc.)
- Beverages (water, soda, coffee, etc.)
- School supplies (pens, paper, calculators, etc.)
- Clothes
- Accessories (shoes, purses, hats, sunglasses)
- Furniture (bed, chair, closet/armoire)
- Other: \_\_\_\_\_
- With permission only

The following personal items can be used by any roommate/suitemate/apartmentmate's GUEST:

- TV
- Game console
- Computer/laptop/tablet
- Stereo
- iPod/MP3 Player
- Kitchen appliances (coffee pot, blender)
- Bathroom appliances (hair dryer, curling iron)
- Toiletries (Shampoo, laundry detergent, etc.)
- Snacks (chips, cookies, fruit, candy, etc.)
- Meals (frozen meals, sandwiches, etc.)
- Beverages (water, soda, coffee, etc.)
- School supplies (pens, paper, calculators, etc.)
- Clothes
- Accessories (shoes, purses, hats, sunglasses)
- Furniture (bed, chair, closet/armoire)
- Other: \_\_\_\_\_
- With permission only

Select one for each cleaning task and list how often that task occurs (write N/A as needed)

**Who is responsible for the following:**

**KITCHEN:**

**How Often?**

**Clearing communal surfaces (including the floor) of clutter?**

Alternates/rotates	Specific person	Responsible party	_____
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**Emptying the trash**

Alternates/rotates	Specific person	Responsible party	_____
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**Washing dishes**

Alternates/rotates	Specific person	Responsible party	_____
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**Cleaning kitchen surfaces**

Alternates/rotates	Specific person	Responsible party	_____
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**Sweeping/vacuuming/mopping the kitchen area floor**

Alternates/rotates	Specific person	Responsible party	_____
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**Throwing away expired food**

Alternates/rotates	Specific person	Responsible party	_____
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**Bathroom**

**How Often?**

**Cleaning the bathroom sink and counter**

Alternates/rotates	Specific person	Responsible party	_____
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**Cleaning the toilet**

Alternates/rotates	Specific person	Responsible party	_____
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**Cleaning the shower**

Alternates/rotates	Specific person	Responsible party	_____
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**Cleaning/mopping the bathroom floor**

Alternates/rotates	Specific person	Responsible party	_____
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**Replace toilet paper**

Alternates/rotates	Specific person	Responsible party	_____
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**Other:****Living Room****How Often?****Sweeping/vacuuming/the living area floor**

Alternates/rotates	Specific person	Responsible party	_____
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**Cleaning Living Room surfaces (i.e. Furniture)**

Alternates/rotates	Specific person	Responsible party	_____
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**Clearing communal surfaces (including the floor) of clutter?**

Alternates/rotates	Specific person	Responsible party	_____
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**Common Space (Living Room/Kitchen) Habits**

Who goes to bed first, and at what time?

Who gets up last, and at what time? (The range between this time and the last are "Sleeping Hours")

What times of the day can be set aside for studying and homework? ("Study Hours")

The following activities are acceptable in the common space during...

Sleeping Hours

- Have the TV on
- Playing music
- Video Games
- Music with headphones only
- Use hair dryer
- Have other people in the suite/apartment
- Have any light on
- Exercise (yoga, Pilates, calisthenics, etc.)
- Cooking
- Other (list here: \_\_\_\_\_)

Study Hours

- Have the TV on
- Playing music
- Video Games
- Music with headphones only
- Use hair dryer
- Have other people in the room/apartment
- Have any light on
- Exercise (yoga, Pilates, calisthenics, etc.)
- Cooking
- Other (list here: \_\_\_\_\_)

Is it OK to for roommates to sleep in the Living Room? ( Ex. On the couch?)

\*How much advance notice is needed for guests?

\*\*\*How should this be communicated (texts, in –person, phone call, Note in the apartment, etc.)?

Other items you would like to add? Address?