### 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
- 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: ________________________________

The following personal items can be used by any roommate/suitemate/apartmentmate’s GUEST:
- TV
- Game console
- Computer/laptop
- 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:

<table>
<thead>
<tr>
<th>Task</th>
<th>Alternates/rotates</th>
<th>Specific person</th>
<th>Responsible party</th>
<th>How Often?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clearing communal surfaces (including the floor) of clutter?</td>
<td>Alternates/rotates</td>
<td>Specific person</td>
<td>Responsible party</td>
<td></td>
</tr>
<tr>
<td>Emptying the trash</td>
<td>Alternates/rotates</td>
<td>Specific person</td>
<td>Responsible party</td>
<td></td>
</tr>
<tr>
<td>Washing dishes</td>
<td>Alternates/rotates</td>
<td>Specific person</td>
<td>Responsible party</td>
<td></td>
</tr>
<tr>
<td>Cleaning kitchen surfaces</td>
<td>Alternates/rotates</td>
<td>Specific person</td>
<td>Responsible party</td>
<td></td>
</tr>
<tr>
<td>Sweeping/vacuuming/mopping the kitchen area floor</td>
<td>Alternates/rotates</td>
<td>Specific person</td>
<td>Responsible party</td>
<td></td>
</tr>
<tr>
<td>Throwing away expired food</td>
<td>Alternates/rotates</td>
<td>Specific person</td>
<td>Responsible party</td>
<td></td>
</tr>
</tbody>
</table>

#### Bathroom

<table>
<thead>
<tr>
<th>Task</th>
<th>Alternates/rotates</th>
<th>Specific person</th>
<th>Responsible party</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cleaning the bathroom sink and counter</td>
<td>Alternates/rotates</td>
<td>Specific person</td>
<td>Responsible party</td>
</tr>
</tbody>
</table>
Cleaning the toilet
Alternates/rotates  Specific person  Responsible party  

Cleaning the shower
Alternates/rotates  Specific person  Responsible party  

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

Replace toilet paper
Alternates/rotates  Specific person  Responsible party  

Other:

Living Room

Sweeping/vacuuming/the living area floor
Alternates/rotates  Specific person  Responsible party  

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

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

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