Spring Resident Check-Out Checklist

To assist you in your check-out process, you should complete the following steps:

- Sign up for a checkout time with your Resident Assistant (RA) and do so at least 24-hours in advance
  - Remember staff members are also taking exams. If you fail to sign-up, you must wait for the next available building staff member.

- Clear the mailbox for your room.

- Clean and cleanse the room, bathroom and all common areas
  - Your room/apartment and bathroom must be clean and free of all trash.

- Remove all items from the room and have your side of the room in order.
  - All personal belongings must also be removed before you check out of your room.

- Pick up confiscated items, if any

- Remove all trash to the Dumpster.

- Close and lock the window.

- Set the Thermostat to 75°, Auto, and Cool.

- Remove Keys from your Key Ring
  - Do not leave your keys in your room, slide your key(s) under a door, leave them with your roommate, suitemate, or a friend—doing so will result in an improper checkout charge.

- Get the Staff Member you signed up with to have them complete your checkout.

Checklist for the Staff Member

- Bring the Unit Inventory and Condition Form for the resident and Charge Slips.
- Open all Cabinets, Drawers, Closets, etc.
  - If resident claims something is the roommate’s and the roommate is:
    1. Still there, it is fine to leave.
    2. Gone, the resident must remove.
- Review the unit and checklist.
- Turn off all Lights and Ceiling Fans.
- Accept all Keys and Secure all Locks.