



Name: _____ Room: _____

Spring Resident Check-Out Checklist

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

- Sign up for a checkout time with your Resident Assistant (RA).
 - o At least 24-hours in advance. If you fail to sign-up, you must wait for the next available staff member. Staff are also taking exams!
- Clear the mailbox for your room.
- Clean and cleanse the room, bathroom and all common areas
 - o 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.
 - o All personal belongings must also be removed before you checkout 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
 - o 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.
- Go to Staff Member you signed up with to complete checkout.

Checklist for the Staff Member

- Bring Charge Slips for keys, cleaning, damages, etc.
- Open all Cabinets, Drawers, Closets, etc.
 - o If resident claims something is 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 to ensure all steps are completed.
- Turn off all Lights/Ceiling Fans
- Accept all Keys & Secure Windows/Locks.

RSSM Initials: _____ Date: _____



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