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: ________________