



Summer Resident Check-Out Checklist

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

- Sign up for a checkout time by contacting your Resident Assistant (RA)
 - At least 24-hours in advance
 - If you fail to sign-up, you must wait for the next available building staff member.
- Clean and cleanse the room, bathroom and all common areas
 - Your room/apartment and bathroom must be clean and free of all trash. Failure to do so will result in cleaning charges (\$50-\$120) and/or trash removal charges (\$100).
- Remove all items from the room and have your side of the room in order.
 - All personal belongings must also be removed before you checkout of your room. Open all Cabinets, Drawers, Closets, etc. to ensure.
- Remove your items from the refrigerator, kitchen, and common areas.
 - All personal belongings must also be removed before you checkout of your room. Open all Cabinets, Drawers, Closets, etc. to ensure.
- Remove all Trash to the Dumpster.
- Close and lock the window(s).
- Set the Thermostat to 75°, Auto, and Cool.
- Turn off all the Lights and Ceiling Fans.
- Remove Keys from your Key Ring
- Get the Staff Member you signed up with to have them complete your checkout.
 - The Residential Life office will NOT be able to complete your check out.

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.



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