



Spring Resident Check-Out Checklist

To assist you in your check-out process, you should complete to 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 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
 - 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.



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