



Fall 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)
 - o At least 24-hours in advance
 - o 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

or

- If you requested to return to the same room:
 - o You may leave items in your room, however you will not be granted entry over the break.
 - o You must remove food that will spoil.
 - o Turn off alarms and electronics.
 - o Remove items from the floor
 - o Your room must be in order.
- If you requested a room change/interim break housing/not returning:
 - o Remove all items from the 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 is an improper checkout charge.

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

Checklist for the Staff Member

- Bring Charge Slips for keys, cleaning, damages, etc.
- Review the unit and checklist.
- Turn off all Lights and Ceiling Fans.
- Accept all Keys and Secure all Locks.

If resident is requested a room change/interim break housing/not returning:

- Bring the Unit Inventory and Condition Form for the resident and Charge Slips.
- Open all Cabinets, Drawers, Closets, etc.
 - o 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.



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