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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 vour 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.

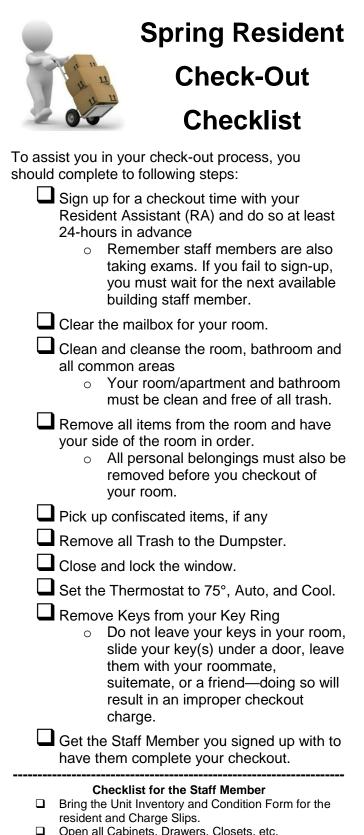
Set the Thermostat to 75°, Auto, and Cool.

- 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 0
 - roommate's and the roommate is:
 - 1. Still there, it is fine to leave.
 - 2. Gone, the resident must remove.
- **D** Review the unit and checklist.
- □ Turn off all Lights and Ceiling Fans.
- Accept all Keys and Secure all Locks.



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