

CHECK-OUT INFORMATION

Sign up at least 24 hours in advance for a time when you will have your room cleaned and all your belongings removed. Failure to sign up at least 24 hours in advance will result in a \$25 improper check out fine, as will failure to be ready at the designated time of your check out.

If you have a roommate, both residents need to be at the first check-out to ensure proper and equitable damage assessment.

Instructions for final check-out: (Reminder, the room should be in as good, or better, condition as it was last fall – ready for someone else to move into immediately!)

- Lofts must be dismantled and original bed assembled by checkout. Loft return day is Saturday, May 11; \$40 charge if not done.
- Wipe out drawers with damp cloth. (All purpose cleaner and paper towels at your front desk.)
- Wipe off all surfaces with damp cloth (dressers, desks, shelves, windowsill, and window frame)
- Vacuum floors thoroughly and wipe up stains or spills (remember closets and areas under beds and behind desks)
- Remove adhesives from walls; clean off black marks, finger marks, etc.
- Remove message boards from doors and clean doors.
- Remove all posters, decals, tape, gummed labels, etc. from all surfaces (including doors, mirrors, and windows)
- Empty wastebaskets and remove all trash to dumpster. Wash inside of wastebaskets.
- Return all furnishings that may have been removed from room. (Remember, residents will be charged full replacement cost for anything that is not in the room at final check-out)
- Bed frames must be put together correctly or you will be charged. **All rooms with bunkable beds must be bunked before the residents check out.**
- Return rental refrigerator cleaned, wiped dry, frost-free during times desk hours from 12:00 noon- 10:00 pm on May 13-17.
- Remove all personal belongings from room. Anything left behind in your room will be considered garbage and will be disposed of by Residence Life staff. You will be charged for labor.
- Either complete a personal check-out with an RA or Express check-out. Return all keys and fob and forwarding address card.

NOTE: You must officially check-out with your RA or do an Express Check-Out. Failure to do so results in a \$25 charge plus \$40 for unreturned room key, \$10 for unreturned fob, and \$10 for unreturned mail key. In addition, if you leave without checking out and any cleaning required will be charged accordingly.

Enjoy your summer and thanks for making 2012-2013 a GREAT year!