Check-Out To-Do List

Residence Halls Check-Out Checklist
☐ Schedule a check-out appointment with your Resident Advisor a minimum of 24 hours in advance
☐ Discuss cleaning tasks with your roommate(s), especially if you are checking out at different times. Refer to roommate cleaning agreement
☐ Empty and thoroughly clean your entire MicroFridge unit for pick-up (if applicable)
☐ Completely empty your closet and drawers
☐ Remove all personal belongings from your room
☐ Donate unwanted clothing, housewares, e-waste to Goodwill
☐ Throw away all trash in the dumpsters located throughout the student housing community. Do not place trash in bathrooms or common areas.
☐ Clear out your mailbox
☐ Return cable box to Spectrum Cable (if applicable)
☐ Close and lock windows
☐ Raise the miniblinds (except first floors)
☐ Vacuum your room
☐ Be ready and present for your check-out appointment with your Resident Advisor
☐ Return all keys to the staff member assisting you with check-out
☐ Sign your Room Condition Report

Apartments Check-Out Checklist
☐ Schedule a check-out appointment with your Resident Advisor a minimum of 24 hours in advance
☐ Discuss common area cleaning tasks with your roommate(s), especially if you are checking out at different times. Refer to roommate cleaning agreement
☐ Defrost freezer and let ice melt. Use towel to dry. DO NOT use sharp objects to chip ice
☐ Empty and thoroughly clean the entire refrigerator
☐ Remove all personal belongings from the apartment
☐ Donate unwanted clothing, housewares, e-waste to Goodwill
☐ Throw away all trash in the dumpsters located throughout the student housing community. Do not throw away small black trashcan or toilet plunger.
☐ Clear out your mailbox
☐ Return cable box to Spectrum Cable (if applicable)
☐ Close and lock windows and sliding doors
☐ Raise the miniblinds (except first floors)
☐ Sweep, mop, and vacuum all floors.
☐ Empty and thoroughly clean the dishwasher, microwave, sink, garbage disposal, stove, and oven
☐ Completely empty the closets and all kitchen and bathroom drawers and cabinets
☐ Be ready and present for your check-out appointment with your Resident Advisor
☐ Return all keys to the staff member assisting you with check-out
☐ Sign your Room Condition Report

☐ Apply for 2018-2019 Student Housing OR if you have begun the process, be sure to select your room and roommate for next year!