Spring 2017 Check-Out To Do List

**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
- Apply for 2017-2018 Student Housing OR if you have begun the process, be sure to select your room and roommate for next year!

### 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 trash can 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 2017-2018 Student Housing OR if you have begun the process, be sure to select your room and roommate for next year!