CHECK-OUT TO DO LIST:

☐ Remove all personal property

☐ Clean/vacuum your floor (remove any carpet tape/residue if you had your own carpet)

☐ Remove all your trash/recycling from the building and place in appropriate containers (personal furniture, shelving, and carpet that belongs to you)

☐ Empty and clean your trash can and recycle bins

☐ Place all furniture and furnishings in original position and restore to proper working order (beds, closet doors, etc.)

☐ Assure window screen(s) are present and installed properly

☐ Close and lock your windows and leave blinds open

☐ Defrost and clean your refrigerator (if you have rented a MicroFridge, leave it unplugged, microwave and refrigerator doors open, and leave it in the room after you have cleaned the MicroFridge).

☐ Dust and clean all surfaces (desktops, dresser tops, closet shelves, etc.)

☐ Empty and wipe clean all drawers (desk, dresser, closet shelves, etc.)

☐ Remove all tape, poster putty, etc. from all surfaces (walls, doors, etc.) and assure there are no holes. If you used 3M Command strips, leave the strips on the wall – **DO NOT REMOVE THEM**

☐ Clean mirror

☐ Leave your AC on

☐ Turn off lights

☐ Discuss check-out duties with your roommate in advance, and come to an agreement on who is financially responsible for any damages in the room (and inform your RA)

☐ Check-out based on the procedures of your building
  • Sign your Room Condition Report
  • Turn in your keys