

CHECK OUT INFORMATION

- All residence halls will close at 6PM on Friday, May 16th
- Graduating seniors will have until 5PM on Saturday, May 17th to check out
- All belongings must be removed from rooms
- Remember to schedule an appointment with your RA to check out of your room
- Your RA will re-inventory your room for damages
- If damages are documented by your RA, you will have 24 hours to contest, in writing, to your Area Coordinator those damages
- Damage charges may be assessed to your University account if you are not properly checked out through your RA

General Guidelines for Checking Out

Cleaning

- Sweep and mop (move furniture)
- Dust all furniture and baseboards.
- Dust blinds.
- Wipe down:
 - All counter tops
 - Appliances
 - Window ledges (inside)
 - Furniture
 - Bathroom fixtures
- Clean the inside of windows with window cleaner.
- Clean the mirrors.
- Sanitize the bathroom and mattresses.
- Wipe down the inside of drawers.
- Dust/clean the doors.
- Remove all trash from the room.
- Clean out the tub, sink, and toilet.
- No rings should be in the tub or toilet

Damages

- Anything not due to natural wear and tear. This includes neglect, misuse, use of incorrect or unauthorized materials that cause damage to the unit.
- Damages may be claimed by one roommate, releasing the rest of the roommates from financial responsibility.
- Damage costs may include shipping, cost of item and labor.