

MOVE-OUT CHECKLIST

STEP ONE: SET AN APPOINTMENT

- Set up a checkout appointment with your CM at least 24 hours in advance
FAILURE TO SIGN UP 24 HOURS IN ADVANCE, MISSING YOUR SCHEDULED CHECKOUT, FAILURE TO BE READY BY YOUR APPOINTMENT, OR FAILURE TO NOTIFY YOUR CM 24 HOURS IN ADVANCE WILL RESULT IN A FEE

STEP TWO: CLEAN YOUR ROOM

- Move out all personal belongings (everything except university-issued furniture must be out of your room before you check out)
- Clean your room
 - Floor dusted/mopped/vacuumed (please do not throw dirt in the hallway)
 - Take out the trash (this will save you money!)
- Check all of your dresser/desk drawers to make sure you have everything
- Wipe off all surfaces
 - Desk/dresser drawers wiped clean, bookshelf, desk/dresser tops wiped down
 - Clean windows and mirrors
- Get rid of the gunk
 - Remove all tape residue and sticky tack from furniture, walls, and windows
 - Take contact paper off counter and bulletin boards
- Beds should be assembled and safely secured
- Move furniture and place it in its original configuration
 - Replace closet doors (if removed)

FAILURE TO HAVE ALL ITEMS REMOVED FROM THE ROOM AND CLEANING COMPLETED WILL RESULT IN AN IMPROPER CHECKOUT FEE

STEP THREE: CHECKOUT

- Meet your CM at the time you signed up for (your CM will meet you at your room)
- Sign appropriate paperwork and return room key(s) and mail key

