Checkout Checklist

Prior to checking out, please ensure you do the following:

☐ Speak to your roommates/suitemates regarding when everyone will leave, and determine who will be responsible for ensuring your room/suite is in the same condition it was when you moved in.
☐ Remove all personal property from your bedroom and suite common spaces.
☐ Reset furniture to its original layout.
☐ Sweep/vacuum your room, wipe down surfaces, and remove all trash.
☐ Large trash items should be brought directly to the dumpster outside of the building.
☐ Leave your closet and dresser/pedestal doors open so that staff can quickly confirm all property is removed and complete your checkout quickly.
☐ Close and lock your windows.
☐ Leave your curtains open.
☐ If applicable, set your thermostat to 70 degrees Fahrenheit.
☐ If you have a bicycle, please take it home with you. Any bicycles left over the summer (including bicycles chained up and secured outside) may be cut and removed.
☐ Do a walkthrough and ensure you have removed all property from your assigned bedroom (check closets, drawers, etc.), common areas, and suite/apartment bathroom.
☐ Remove any lanyards/keychains that your key may be on.
☐ Close and lock your bedroom and suite/apartment door.

Pre Checkout Room Damage Assessment

☐ When checking out, your room should be reset to its original condition.
  ☐ If there is any damage in your room, you should enter a work order in FixIt and discuss the damage with your building’s Residence Hall Director (RHD) or your area office.
☐ While a Resident Assistant (RA) will assist you during checkout to ensure that your space is clear of personal belongings and secured, RAs do not determine damage billing. Any questions about room damage you notice before you check out should be discussed with your building's RHD directly before you check out.

Post Checkout Room Damage Assessment

☐ Your building’s RHD will conduct a room inspection after you checkout. Any damage noted during this inspection will be charged to the room occupants.