CHECK-OUT TO DO LIST:

☐ Remove all personal property (including any personal furniture, shelving, or rugs)
☐ 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
☐ Empty and clean your trash can and recycle bin
☐ 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 (if on basement or 1st floor, close your blinds)
☐ Defrost and clean your refrigerator
☐ 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(s) 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