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, 3M Command strips, etc. from all surfaces *(walls, doors, windows, etc.)* and assure there are no holes
☐ 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