



Name: \_\_\_\_\_ Room: \_\_\_\_\_

# Spring Resident Check-Out Checklist

To assist you in your check-out, you should complete the following steps:

Sign up for a checkout time with your Resident Assistant (RA).

- o At least 24-hours in advance. If you fail to sign-up, you must wait for the next available staff member. Staff are also taking exams!

Clear the mailbox for your room.

Clean and cleanse the room, bathroom and all common areas

- o Your room/apartment and bathroom must be clean and free of all trash.

Remove all items from the room and have your side of the room in order.

- o All personal belongings must be removed before you checkout of your room.

Pick up confiscated items, if any

Remove all Trash to the Dumpster.

Close and lock the window.

Set the Thermostat to 75°, Auto, and Cool.

Remove Keys from your Key Ring

- o Do not leave your keys in your room, slide your key(s) under the door, leave them with your roommate, or a friend doing so will result in an improper checkout charge.

Go to Staff Member you signed up with to complete checkout.

### Checklist for the Staff Member

Bring Charge Slips for keys, cleaning, damages, etc.

Open all Cabinets, Drawers, Closets, etc.

- o te is:
  1. Still there, it is fine to leave.
  2. Gone, the resident must remove.

Review the unit and checklist to ensure all steps are completed.

Turn off all Lights/Ceiling Fans

Accept all Keys & Secure Windows/Locks.

RSSM Initials: \_\_\_\_\_ Date: \_\_\_\_\_



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RSSM Initials: \_\_\_\_\_ Date: \_\_\_\_\_