

CHECK-OUT CARD

MAY CLOSING

- Remove all personal belongings from room/apartment/porch/common areas. (Check the bathroom, behind curtains, and laundry areas)
- Remove all posters, wall and window decorations. Remove tape, nails and tacks from walls.
- Have all room furnishings assembled and in the room.
- Wipe out drawers, and clean closets.
- Clean sink, sink area and mirror.
- Sweep the floors, including underneath the bed. Vacuum carpet, if applicable. (There are vacuums in your Residence Hall—please see your RA—but vacuums are not provided in Independent Living.)
- Empty and clean waste basket(s); put trash into bins in trash room or trash cans.
- Take out recycling and compost. Clean compost bin.
- Put donation items in designated locations.
- Return all dishes, silverware and glassware belonging to Bon Appétit, including the Tea Shop and Founders Commons.
- CLOSE window shades, blinds and curtains and have all windows closed and locked.
- Turn off lights. Turn your heat off.
- Lock all doors when you leave, including porchroom door.
- All keys should be returned to HMDS in the proper envelope.

Independent Living Housing Must also complete the following:

- Clean bathrooms (toilets, sink, tub/shower, vanities, medicine cabinets, floors, etc.).
- Clean kitchen (sink, refrigerator, freezer, cupboards and drawers, stove and oven, microwaves, floors, etc.).
- Clean and vacuum living room and other common areas. Don't forget closets.

Once you have completed this checklist, please leave it taped to the front of your door. Your RA will collect them.

If you do not follow the above instructions, you may be fined \$100.00 for improper check-out.

FLIP OVER → Sign and Complete Reverse Side →

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Please check one of the following:

Regular Check-Out with Resident Assistant
(Scheduled at least 48 Hours in advance)

Express Check-Out
You understand that an RA will inspect your room after you complete Express Check-Out and that you are responsible for all assessed damages in your room and living spaces. In the event that there is damage to a common area (i.e. porch), fees will be split among the porchmates or roommates. It is then the porchmates' or roommates' responsibility to determine who bears what portion of the cost.

I understand that I am responsible for all assessed damages in my room and living space. I also understand that a staff member will be checking the condition of my room after my departure.

Resident Name

Resident Signature

Banner Number

Room Number

Date

Resident Assistant Signature

Date

FOR RESIDENTIAL LIFE STAFF ONLY

- Improper Checkout
- Work Orders
- IR

Please check one of the following:

Regular Check-Out with Resident Assistant
(Scheduled at Least 48 Hours in advance)

Express Check-Out
You understand that an RA will inspect your room after you complete Express Check-Out and that you are responsible for all assessed damages in your room and living spaces. In the event that there is damage to a common area (i.e. porch), fees will be split among the porchmates or roommates. It is then the porchmates' or roommates' responsibility to determine who bears what portion of the cost.

I understand that I am responsible for all assessed damages in my room and living space. I also understand that a staff member will be checking the condition of my room after my departure.

Resident Name

Resident Signature

Banner Number

Room Number

Date

Resident Assistant Signature

Date

FOR RESIDENTIAL LIFE STAFF ONLY

- Improper Checkout
- Work Orders
- IR