

## Residents Returning in January

**If you are returning next semester, it is important that you do the following before you leave:**

1. \_\_\_ Take down and remove all holiday decorations, including trees, pumpkins, cut plants, or greenery.
2. \_\_\_ File any repair requests using the online work order system so that they can be fixed during the break.
3. \_\_\_ Empty and clean out any wastebaskets.
4. \_\_\_ Dispose of all perishable food. This includes what is in your refrigerator. If you do not, your food will be thrown away and you may be charged a \$35 fee.
5. \_\_\_ Unplug all electrical appliances (**except refrigerator**), including clocks, lamps, computers, etc. Items become a fire hazard if they are left plugged in, so you must unplug everything.
6. \_\_\_ Take home valuables or anything you may need during the break (i.e. money, credit cards, medications, passports, jewelry, eyeglasses, etc.) Put any valuables left in your room out of sight.
7. \_\_\_ Close and lock all windows. Fill out a work order before you leave if there is a problem with your window, or have other maintenance concerns.
8. \_\_\_ Close shades and drapes. Turn off lights. Roll porch awnings down and secure them.
9. \_\_\_ Remove electronic, and other non-weather resistant items from sleeping porches.
10. \_\_\_ Turn off heater
11. \_\_\_ Lock door when you leave.

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

**IF YOU DO NOT FOLLOW THE ABOVE INSTRUCTIONS, YOU MAY BE CHARGED \$100.00 FOR IMPROPER CHECK-OUT.**

### PLEASE FILL THIS OUT BEFORE YOU LEAVE:

RESIDENT NAME \_\_\_\_\_

RESIDENT NAME \_\_\_\_\_

RESIDENT SIGNATURE \_\_\_\_\_

RESIDENT SIGNATURE \_\_\_\_\_

BUILDING/ROOM # \_\_\_\_\_

BUILDING/ROOM # \_\_\_\_\_

DATE \_\_\_\_\_

DATE \_\_\_\_\_

#### FOR ORL USE ONLY

- Check Out with RA
- Check Out without RA

Late Check Out? Y/N  
Work Orders? Y/N  
Incident Report? Y/N

PLEASE DESCRIBE IF ANSWERED YES TO ANY OF THE ABOVE:

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