Resident Closing Checklist

Resident Last, First Name: __________________________

Residence Hall: ____________ Room #: ____________

Side of room: ____________ Action Items:

- Micro-refrigerator: **unplugged 24 hours before check out appointment**, cleaned, empty, & defrosted (if still frozen or standing water, place towel in freezer to catch water)
- Remove all belongings from room: drawers empty, walls clean, floors vacuumed
- General Cleaning of bedroom furniture and surfaces (desk, dresser, wardrobe, counter space)
- Windows: closed, locked, and blinds down
- Bathroom Cleaning: remove all belongings (from shower, toilet area, floors, surfaces, & drawers), remove trash
- Common Area Cleaning: remove all belongings, vacuum floors, clean surfaces, walls, & furniture
- Before leaving: turn lights off, put thermostat to middle setting, & lock doors
- Return mail key to Student Mail Center

***Checklist items not completed for individual rooms will be charged to the individual. Checklist items not completed in common areas will be split among all suitemates.***

- Damages in individual spaces will be assessed on an individual basis. Damages in common areas will be split among suitemates, unless a resident accepts responsibility for specific damages below.

I, ________________________, take responsibility for the below listed damages. In taking responsibility, I understand that any cost incurred for these damages will be charged under my student account for payment.

**List of damages:**

| __________________________________________ | __________________________________________ |
|________________________________________ |________________________________________ |
|________________________________________ |________________________________________ |

- Room Key turned in to RA, key code __________

Resident Signature________________ Date __________

RA Signature________________ Date __________