# Closing Check List

**Housing Buildings Close at 9:00pm on Thursday, June 11, 2015**

You are expected to complete the following checkout procedures before you leave for the year. Please check off each item as it is completed and keep this list on your door. Failure to complete any of the procedures may result in assessment of charges/improper checkout fines. Failure to check out by 9:00pm on Thursday, June 11 may result in a $25 per 15 minute fine.

- All beds must be returned to the middle position **no later than 12:00 pm Saturday, June 6** in order to avoid a $200 fee.
  - **Univ. Villas**- Beds bunked by Housing request will be unbunk by Housing after closing.
- Thoroughly clean your room or apartment - All rooms, sinks, mirrors and appliances. (vacuum, dust, etc.)
- Walls in room should be clean and free of any debris/tape residue.
- Walkways, porch, balcony areas outside your apartment should be clear of any trash, debris, personal belongings, etc.
- Dispose of all garbage in the appropriate trash/recycling areas outside of your building.
- Dispose of all food items.
- If you rented a refrigerator, clean out, defrost & leave it in your room for pickup. If your room is furnished with a refrigerator, clean it, but leave it plugged in when you’re finished.
- Take EVERYTHING home! Check all drawers, cabinets, etc. You will not be able to retrieve anything left behind.
- Close and lock your windows, close your blinds.
- Turn off heater/AC/vents.
- Turn off all lights and make sure that faucets are completely off.
- **All personal belongings must be out of the building and your room must be clean in order to check out.**
- Complete Express Checkout Form at the service desk
- If applicable, return room keys, restroom keys, or vehicle gate clickers to the Express Checkout Mailbox.
- Each roommate signs and dates below after check out. Leave attached to door.

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Print Name

Date & Time of Departure

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CF/NR Initials:________