Requirements for Check Out

Want to make sure your room is ready to be checked out by the residence life staff?
Follow the guidelines below to make the check out process smooth!

- ☐ Attend your hall meeting regarding closing information.
- ☐ Prepare to depart 24 hours after your last final exam or by 10 a.m. on Friday, May 10 (which ever comes first). *Seniors must check out by 8 p.m. Monday, May 13.
- ☐ Schedule a check-out time with your RA or RD or participate in Express Check-Out.
- ☐ Remove all items from your room—the staff ***will not*** check you out if you still have ANY belongings in the room.
- ☐ Remove all personal belongings from common areas.
- ☐ CLEAN—the room/house must be in the condition it was when you moved in.

  You should complete the following tasks:

  - ☐ Wipe off desks, dressers, tables, countertops and vanities.
  - ☐ Empty and wipe out all drawers.
  - ☐ Empty all trash cans and recycling bins.
  - ☐ Take all trash and place inside dumpster located outside.
  - ☐ Remove all posters and decorations, including anything on your windows.
- ☐ Un-bunk or un-loft beds and un-stack all furniture. If you have adjustable beds, the bed frame should be set on the 5th rung from the bottom. If you need assistance, please contact your Residence Life Staff member.
- ☐ DO NOT repair any damages to College property—this must be done by the Service Center Staff.
- ☐ Resolve any damage issues with your roommates. Unless an individual accepts responsibility in writing on the check-out form or is found responsible via a judicial hearing, all persons in the living environment will be held responsible.
- ☐ Turn in hard key(s) to Campus Access in Culbertson-Slater House **(COW Cards DO NOT need to be turned in)**.