Department of Residence Life  
Spring Semester 2011  
Closing Checklist

The list below is provided as a courtesy to assist residents in preparing their room, suite, house (GV), or apartment for inspection by a Housing and Residence Life Staff member. Residents are encouraged to download this checklist to use in determine which roommate(s) will be responsible for the following tasks as part of the checkout process.

**All residents are expected to complete the following:**

- Remove all personal and decorative belongings from your room, suite, or apartment.
- Take out all trash. Place your trash in the dumpster, look for designated drop-off location of larger items if needed. Trash should not be swept or left in the hallways for any reason!
- Dust your desk(s) area, countertops, and vanity areas.
- Wipe out desk and wardrobe/dresser drawers.
- Set your thermostats to 78 degrees (where applicable).

**University Suites residents, please also complete the following***:

*In your kitchen area:*
- Remove all personal items, food, materials from your cabinets.
- Wipe the inside and outside of all cabinets and drawers, be sure to wipe down all countertops and the sink area.
- Remove all food items from the refrigerator and wipe out the inside of the refrigerator. Please take the time to wipe down all shelves, drawers, trays, etc inside the refrigerator and the freezer.
- Sweep and mop the kitchen floor.

*In your bathroom area:*
- Remove all personal items and decorative materials from your bathroom.
- Clean your shower/tub, toilet and sink area.
- Sweep and mop the bathroom floor.

**Arbor View Apartments Residents, please also complete the following***:

*In your kitchen/living room area:*
- Remove all personal items, food, materials from your cabinets.
- Wipe the inside and outside of all cabinets and drawers, be sure to wipe down all countertops and the sink area.
- Remove all food items from the refrigerator and wipe out the inside of the refrigerator. Please take the time to wipe down all shelves, drawers, trays, etc inside the refrigerator and the freezer.
- Sweep and mop the kitchen floor.
- Sweep and vacuum the living room floor.
- Place all living room furniture in its original location.
- Dust the living room.

*In your bathroom area:*
- Remove all personal items and decorative materials from your bathroom.
- Clean your shower/tub, toilet and sink area.
- Sweep and mop the bathroom floor.

*Arbor View and University Suites residents, please keep in mind that the common areas and bathrooms of your units will be inspected each time a resident checks out. The last person that checks out will need to ensure that all of the items listed above are completed at the time of their check out.*

**PLEASE REVIEW THE “SAVE YOUR CASH” BROCHURE WHICH OUTLINES EXPECTATIONS FOR CHECKING OUT OF YOUR RESIDENCE HALL AND ANSWERS FREQUENTLY ASKED QUESTIONS.**