

University Suites

CHECKLIST

- Clean All Floors
(this means bathroom and kitchen too)
- Remove All Food and Clean All Spills from Fridge and Microwave
- Remove All Items from Dressers, Closets and Cabinets
(under the bed ... don't forget there)
- Place All Trash in Dumpster

CHECKOUT

STANDARD

- Schedule an Appointment with an RA
- RA will Conduct Room Inspection
- Once Completed, go to the Front Desk of your Residence Hall and Return your Key and Paperwork

EXPRESS

- Move all Belongings Out of Room
- Go to Front Desk of your Residence Hall to Get a "Express Checkout Envelope"
- Follow Instructions on Envelope, Place your Key Inside and Seal
- Drop Envelope in Drop Box by the Front Office of your Residence Hall