The check-out process starts in your room at your check-out time. When ALL of your items have been removed from the building, the room has been thoroughly cleaned, and you are ready to check-out, be in your room to meet your RA/CA who will check you out.

Take all trash, lumber, and furniture to dispose of to the dumpsters outside of the complex. Do not leave items in your room, hallway, bathroom, stairwell, or lounge. RAs will not check you out if common areas are cluttered. Do not place items beside a trash can or dumpster. Find another trash receptacle if the first one you try is full.

Clean and dust ALL surfaces within your room. This includes closet shelves, bookshelves, pipes, outlet covers, bulletin boards, drawers in desks and dressers, window sills, window panes, window tracks, bed frames, under the bed, and the heating unit (the bottom, too). EVERYTHING.

Clean your window blinds by gently handling them while they're hanging. They break easily, so be extremely careful while handling them.

Clean your windows using window cleaner and clean paper towels.

Carefully remove tape, poster putty, and stars from walls and ceilings. Scrub marks off of walls and ceiling. All spills/splashes must be wiped off walls and heating units (use a clean sponge to scrub walls).

Clean mirrors, and remove adhesives, and decorations.

Wipe down window screen(s) with a wet cloth. Close and lock window(s).

Remove all signs, posters, tape, poster putty, and writing from your room door and clean both sides of the door.

If it does not look good, remove contact paper from dressers, desks, and walls.

Assemble beds properly, insuring that all beds are bunked (where applicable). ALL original furniture must be in the room. You will be charged for any missing items.

Wash out the wastebasket and recycling bin and put both on top of your desk.

If you have a fish tank, use a strainer to drain it. Rocks plug sink drains.

Pick up all debris that you can and vacuum your carpet or sweep your floor. Be certain to get the edges of the room, too! If you need a vacuum, it is your responsibility to locate a vacuum to use – Front Desks or General Maintenance Workers (GMWs) will not provide vacuums for you to use.

Pick up all debris you can and vacuum/sweep the hallway area immediately outside of your door. If there is a mess outside your door, you will have to clean it before your RA/CA will check you out.

For the ease of checking the room, please ask any moving helpers to leave the room during your check-out. You, your RA/CA, and your roommate(s) (if applicable) are the only people who need to be present.

Note: Please contact your RA/CA about the additional building specific cleaning expectations.