Residence Halls Checkout Procedures

Protect yourself from additional charges…check out properly!

Please leave your room clean and in good order, and complete one of the following Checkout Options:

☐ Express Checkout Option
  • When you are ready to leave, simply go to your area desk and tell the staff you are ready to check out. They will ask a few quick questions.
  • Turn in your mailbox key and room access card (if applicable). DO NOT turn in your Griz Card!

☐ Staff-Present Checkout Option
  • Schedule a checkout with an RA at least 24 hours in advance. Checkout sign up will be available in your myHousingPortal starting April 15th. If you do not sign up 24 hours in advance and arrive to the desk to do a checkout, you will be required to do an express checkout.
  • When the scheduled checkout time arrives, an RA will meet the resident at their room to complete an initial inspection and collect the mailbox key and room access card (if applicable). Please note that UM Housing maintenance staff will complete an additional thorough inspection once all residents have left for the semester.

  Please note, if you are not ready when your scheduled checkout time arrives, you will then be required to complete an express checkout once you have finished moving your items and cleaning your room.

☐ Move all your belongings and clean your room before you leave or before your scheduled checkout time. Dirty rooms, writing on the windows or walls, broken/missing furniture, or missing/disassembled property belonging to the Residence Halls will be charged to your student account. Dirty rooms can take several hours to clean resulting in $100.00+ in charges to residents. PLEASE carefully read the cleaning information on the back of this sheet and use it when preparing your room for checkout. DO NOT sweep dirt and garbage into the hallway. Take all garbage to the trash receptacles.

☐ Checkout envelope should be completed at time of checkout:
  1) Sign and date the envelope either at the desk or with an RA if you do a staff-present checkout.
  2) Place your room card and mailbox key in the envelope. If access to your room is on your Griz Card, do not turn in your Griz Card; you will only need to return your mailbox key.

Before you leave:

☐ Make sure all windows are closed and locked.
☐ Leave room door locked and turn off lights.
☐ All residents must turn in their room card and mailbox key. Failure to do so will result in a charge for missing mailbox keys ($100.00) and access cards ($25.00).
Frequently, the maintenance and custodial staff discover damages and items requiring additional cleaning after checkout. Charges for these items will be assessed to the resident on CyberBear. Avoid financial headaches later and check your account in a few weeks for outstanding charges.

Change your mailing address in CyberBear! Mail is not held once a resident checks out! Any mail received after checkout, if possible, will be forwarded to the mailing address in CyberBear. If there is no mailing address listed, all mail will be returned to the sender.

**Protect yourself and check out properly!**
*Improper checkouts will result in a $40.00 fee.*

When checking out, the room should be in the same condition as you found it when you checked into the room. You are responsible for cleaning the room prior to completing your checkout.

Once the Residence Halls close for spring, UM Housing maintenance staff will complete a thorough review of the room for any required cleaning or maintenance. You will be charged for any damages or cleaning, which is a $30.00 per hour fee.

**Cleaning Checklist:**

Please use the following list as a guide when cleaning your room for checkout. The appropriate items should be swept, mopped, emptied, wiped down, and cleaned of any spills, dirt, tape residue, etc. Cleaning supplies including brooms, vacuums, general purpose cleaners, rags, buckets, mops, and garbage bags are available for cleaning. Please see your hall’s Area Desk for more information.

- [ ] Floor
- [ ] Desk
- [ ] Chair
- [ ] Drawers
- [ ] Shelves
- [ ] Walls
- [ ] Bed
- [ ] Mattress
- [ ] Doors
- [ ] Microwave
- [ ] Refrigerator
- [ ] Wastebasket
- [ ] Mirrors
- [ ] Bulletin Board
- [ ] Sink
- [ ] Windows
- [ ] Ceiling
- [ ] Closet

You are responsible for and will be charged for any missing, damaged, broken, or dirty items. While you are in the process of moving, do not leave belongings unattended or they may disappear.

For those students who have secured a storage unit, due to high volume of use, access into some units during the last few weeks of classes may take some time, so plan ahead.

**Change your mailing address in CyberBear!**