Residence Hall Checkout Procedures
Protect yourself from additional charges...check out properly!

Please leave your room clean, in good order, and complete the following:

☐ Schedule a checkout time with your RA or your hall’s Area Desk if your RA is not available.

☐ Move all your belongings and clean your room 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 frequently take several hours to clean resulting $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.

☐ Meet with your RA or Hall Area Desk for checkout. You and your RA/Area Desk staff must complete the checkout process together in your room. The process cannot be completed unless all items are removed from the room.

☐ Checkout envelope should be completed at time of checkout:
  ☐ Sign and date the envelope after the checkout is complete and potential damages are noted.
  ☐ Place your room key/card and mailbox key in the envelope. If access to your room is on 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, turn off lights, and set the thermostat at 50 degrees.

☐ All residents must turn in their room key/card and mailbox key. Failure to do so will result in a charge for missing room keys ($100.00), mailbox keys ($25.00), 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 for outstanding charges.

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

Change your mailing address in CyberBear!
When checking out of your room, 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 your scheduled checkout time. An RA will complete a quick survey of the room at time of checkout for any damages or additional cleaning. Following the room checkout, Residence Life 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, access into the storage areas is limited, so plan ahead.