

## ***Residence Halls Checkout Procedures***

***Protect yourself from additional charges...check out properly!***

***Please leave your room clean and in good order, and complete a proper checkout at your Area Desk.***

- Remove all your belongings and clean your room** before you complete your checkout. 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**
  - 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 and have you sign the checkout envelope.
  - If a checkout envelope is not signed and turned in your checkout could be considered improper and your account may be assessed a \$40 improper checkout fee.
  - Turn in your mailbox key and room access card. DO NOT turn in your Griz Card! Not returned mailbox keys will result in a \$100 re-key charge and room access cards are a \$25 charge if not returned.
- Checkout envelope should be completed at time of checkout:**
  - 1) Sign and date the checkout envelope.
  - 2) If the desk is closed when you are ready to leave:
    - a. Each desk will have a supply of checkout envelopes, take one and fill in the top portion of the envelope (highlighted in yellow).
    - b. Place your room card and mailbox key in the envelope. Do not turn in your Griz Card.
    - c. Place the envelope in the checkout envelope drop box. **DO NOT** place the checkout envelope in the outgoing mail box. UM Housing does not have access to the outgoing mail and cannot retrieve it!

### ***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, and any temporary cards that may be issued. 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's student account 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.*

- |                                  |                                    |   |                                  |
|----------------------------------|------------------------------------|---|----------------------------------|
| <input type="checkbox"/> Floor   | <input type="checkbox"/> Walls     | <input type="checkbox"/> Refrigerator   | <input type="checkbox"/> Windows |
| <input type="checkbox"/> Desk    | <input type="checkbox"/> Bed       | <input type="checkbox"/> Wastebasket    | <input type="checkbox"/> Ceiling |
| <input type="checkbox"/> Chair   | <input type="checkbox"/> Mattress  | <input type="checkbox"/> Mirrors        | <input type="checkbox"/> Closet  |
| <input type="checkbox"/> Drawers | <input type="checkbox"/> Doors     | <input type="checkbox"/> Bulletin Board |                                  |
| <input type="checkbox"/> Shelves | <input type="checkbox"/> Microwave | <input type="checkbox"/> Sink           |                                  |

*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!***