

# Spring Checkout Checklist

- Make a plan with your roommate to clean your space in advance of your departure to avoid a possible excessive cleaning charge.
- Close all windows, turn off all lights and lock your bedroom door behind you.
- Remove all trash and dispose of in appropriate dumpsters.
- Remove all items from microfridge and freezer, unplug the unit and leave fridge and freezer doors open.
- Don't forget to remove your bike from any outside bike racks! All bikes left behind will be considered abandoned and removed by university staff at the conclusion of the term.
- Empty your campus mailbox and inform all correspondents of your new mailing address if needed.
- Remove all personal belongings before you check out. Any items left in your room/apartment after you check out will be considered abandoned and disposed of.
- **Identify yourself as moved out by accessing your MyHousing account and clicking on the “Begin Express Check Out” button on the main page under your housing assignment. This alerts staff that you have fully vacated housing.**
- **Final date to fully move out and complete the self checkout form in MyHousing is Saturday, May 4th by noon.**
- Participating in commencement? You will need to complete these items and fully check out by Friday, May 10th at noon.

\*RLUH Staff will be conducting a final walk-through of all rooms/apartments/suites to assess the condition of the space after check out. If significant damages are discovered during the walk-through, residents assigned to the space may be charged for the damages. If you have information about any damage that occurred this year, please inform your CA.

## Microfridge Reminders

*Please leave me empty and clean!*



- Remove all items from unit and dispose of properly.
- Thoroughly clean the inside/outside of the unit.
- Unplug the unit so that it has a chance to defrost, but leave the fridge and freezer doors open!
- Leave the unit in your room and enjoy your summer!