



## Fall Semester Check-out Checklist

- ☐ Leave your heat ON and set to low - do not turn it off!
- ☐ Remove perishables from refrigerators
- ☐ Remove ALL trash - Avoid a fine!
- ☐ Take all needed supplies and valuables home. The University is not responsible for resident's personal property. If returning to your space in the spring you **do not** need to fully move out!
- ☐ Clean bedroom especially if you have a vacancy. Welcome a new roommate into your space by making it presentable! *\*Please note, If there is a vacancy in your room, over the winter break Housekeeping staff will be entering your space to clean the empty side of the room and furniture.*
- ☐ Close and lock all windows and bedroom doors
- ☐ Empty your campus mailbox - inform all correspondents of your new mailing address if needed.
- ☐ If you are **NOT** returning to your fall assignment for the spring semester, **you must return to your key to your building's assigned drop box location at the time of your departure. This both alerts us that you have left and avoids a lock change fee for you.**
- ☐ If you need to stay on campus over winter break and did not self identify as such on the initial survey, please alert our staff by completing the follow steps:
  - Log into <https://go.rowan.edu/myhousing/>
  - Click on Personal Information>>My Info>>Select Fall 2020 for the term
  - Answer the following question "Current Fall 2020 Residents Only: I am confirming that I will be a resident during the winter break (12/18/20-1/18/21)" as "Yes" and click "save"

**\*\*Residential Learning staff will be completing a walk-through of every room and apartment prior to break and before official spring check-in.\*\***

Please sign and date here upon your departure so that staff are aware that you've left.  
Have a great break!

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