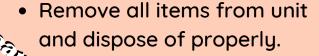
Spring Checkout Checklist Rowan University Residential LEARNING

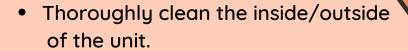


- Make a plan with your roommate to clean your space in advance of your departure to avoid a possible excessive cleaning charge.
- Close all windows, turn off all lights and lock your bedroom door behind you.
- Remove all trash and dispose of in appropriate dumpsters.
- Remove all items from microfridge 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 hand in your key. Items left in your room/apartment after you check out will be considered abandoned and disposed of.
- Avoid a lock change charge by completing the check-out process and returning your key to your building's key drop box no later than 24-hours after your last exam or by Saturday, May 4th by noon. Drop box locations can be found on the RLUH Move Out website.
- 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.

fridge Reminders





- 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!

