Rowan University
RESIDENTIAL LEARNING & UNIVERSITY HOUSING

Residence Halls

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 your key (if applicable) 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 please alert our staff by completing the Winter Break Housing Intention Registration through your MyHousing account. Please see the Residential Learning and University Housing website for instructions on how to complete this.

****Please be aware that Residential Learning staff will be completing walk-throughs of every room and apartment throughout winter break.****

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

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