

STEP 1: PREPARING FOR YOUR CHECKOUT

As we head towards the close of the semester, please refer to the information below as you prepare for spring checkouts:

SPRING 2020 INTENT FORM:

- Complete the Spring 2020 housing intent form that was emailed to all residents from the Office of Residence Life.

MAINTENANCE REQUESTS:

- If you have any maintenance concerns and need to submit a request for repair, please do so prior to checkout.
- Submitting maintenance requests prior to checkout will help speed up the checkout process. Students will still be charged for any broken items caused by student damage.

CLEANING YOUR SPACE:

- Trash **must** be taken out to the dumpsters outside Residence Halls. Overflowing trashcans on halls or in common trash spaces may result in a fine.
- All surfaces should be dusted and wiped down. This includes inside drawers, under mattresses, etc.
- Floors should be vacuumed and free of trash. This includes hallways and common spaces.
- Bathrooms should be sanitized and free of trash, hair, etc.
- Any items in good condition that are being donated must be placed in large donation areas outside Residence Halls.

RESETTING YOUR ROOM:

- Reset your room to its original configuration if possible.
- If your beds are bunked, debunked or were unlofted, Residence life will readjust your furniture back to its proper configuration after checkout.

STEP 2: EXPRESS CHECKOUT - DAY OF TASKS

Please complete the following checklist & sign at the bottom:

1. Submit maintenance requests for any items below in the housing portal:

vanguard.starrezhousing.com/StarRezPortal

Bedroom	Closet	Furniture	Window	Bathroom	Other
<ul style="list-style-type: none"> • Carpet • Door • Heater • Locks • Paint 	<ul style="list-style-type: none"> • Clothes Bar • Door • Handle • Paint • Drawers 	<ul style="list-style-type: none"> • Bed • Chair • Desk • Dresser 	<ul style="list-style-type: none"> • Glass • Handle • Locks • Screens • Blinds 	<ul style="list-style-type: none"> • Toilet • Sink • Bathtub • Countertop 	<ul style="list-style-type: none"> • Door Knob • Lights • Smoke Detector

2. Remove all personal items from the room.
3. Clean around areas that you occupied (bed, desk, dresser, closet, etc.) *See back of this sheet for more details.
4. Note any personal damages/shared damages in room using post-it notes *See back of this sheet for more details.
 - **I understand a \$10 charge will be given for each item (1-4) that is incomplete.**
 - **Additional cleaning and damage charges may apply if multiple items on the back of this sheet are not thoroughly cleaned.**
 - **I understand my \$200 housing deposit will be refunded less any charges after my room has been assessed for damages.**
 - **I understand it may take up to July 1st for my refund to be processed by the Office of Accounting.**
5. Lock your door and turn in your key to the drop box outside your building elevators or the PIER. - **\$100 charge will be applied to students who do not complete this step.**

Resident Name _____ Date/Time _____

Resident Name _____ Date/Time _____

Resident Name _____ Date/Time _____

Resident Name _____ Date/Time _____

NOTE: Students do not need to schedule a checkout time with your RA.

PLEASE DO NOT REMOVE THIS FORM FROM YOUR DOOR.

STEP 3: CLAIM YOUR OWN DAMAGE

- Be kind! If you damaged it, own it.
- Place post-it notes with your name on it by your damage, so your RD knows who the damage belongs too.
- If the damage or mess is not claimed, the charge will be split between all roommates in the room. You may not petition charges due to unclaimed damage.

To avoid additional charges, please remedy the following prior to check-out or be prepared to let the RA know who is responsible upon check out. Charges may apply.

- | | |
|--|--|
| <input type="checkbox"/> Room needs to be rearranged to follow set-up guidelines | <input type="checkbox"/> Screen damaged or missing |
| <input type="checkbox"/> Visible wall damage | <input type="checkbox"/> Blinds damaged or missing |
| <input type="checkbox"/> Visible carpet damage | <input type="checkbox"/> Furniture missing |
| <input type="checkbox"/> Visible furniture damage | <input type="checkbox"/> Hall damage |
| <input type="checkbox"/> Beds not properly bunked* | <input type="checkbox"/> Kitchenette damage |

**Residence Life will re-bunk beds after student's checkout of housing.*

CLEANING CHECKLIST:

○ Clean and Remove Trash: All trash to outside trashcans All recyclables to outside recycle No trash left in any areas	○ Windows & Blinds: Screen in place and undamaged Windows closed and locked Blinds down and undamaged Blinds wiped down with dusting rag
○ Closets: Shelves empty & dusted, wiped down Drawers empty & dusted, wiped down Command strips, tape, putty, etc. removed Closet pole intact	○ Beds: All bed pieces undamaged and assembled properly All bed pieces wiped down Mattress in place and undamaged
○ Desks: Desk chair clean and under desk Desk draws empty & dusted, wiped down Desk top dusted and wiped down Command strips, tape, putty, etc. removed	○ Doors: Command strips, tape, putty, etc. removed Door locks and handle working Door A-frames undamaged (if applicable)
○ Walls & Ceilings: All command strips, tape, putty, etc. removed Scuffs removed Lights undamaged Mirrors clean	○ Floors: Floors clear of belongings & trash Entire floor well vacuumed and wiped down in bathrooms
○ Kitchenette (if applicable): Clean oven, oven drawer & stove top Clean sinks and counter-tops Drawer and cupboards wiped down Clean refrigerator and freezer	○ Bathroom: Scrub toilets and tubs Scrub sinks Clean mirror
○ Misc. Responsibilities: Coordinate move out responsibilities' w/ roommate Before check-out, submit work orders in housing portal using the following link: vanguard.starrezhousing.com/StarRezPortal	Lights out, door closed and locked Key turned in to drop box