

May Closing Checklist

IMPORTANT: The last roommate to leave the room for break must complete the following checklist, sign it, and leave this sheet on the door before departing for Closing. The room/suite/apartment should be cleaned fully and the furniture in the same location as August Move-In.

Things to do (please put a check next to each item indicating completion):

- Empty, DEFROST and clean microrefrigerator _____
- Move furniture back to the way you found it when you moved in _____
(Furniture cannot be stacked, etc.)
- Clean, sweep and mop room _____
- Take all trash to the dumpsters _____
- Clean the toilet, sink, and shower (in rooms with bathrooms) _____
- Tighten faucets to off (in rooms with sinks/showers) _____
- Completely close and lock all windows _____
- Close all blinds and shades _____
- Turn off lights _____
- Turn in Damage Responsibility Form to RA _____
- Lock the room door and follow the checkout procedures _____
- Turn the thermostat to 70 degrees (if you have one) _____
- List all damages on the Damage Responsibility Form _____

Apartments/Grad House/LOFT House only:

- Scrub stove top, oven, sink, and counters in kitchen _____
- Empty and clean refrigerator _____

All roommates are responsible for the condition and cleanliness of the room and common areas, even if you are not the last person to check-out.

Depending on the condition of a room, failure to clean a room will result in a charge ranging from \$50 to \$500. This includes, but is not limited to, desktops, microfridges, floors, bathrooms, kitchens, refrigerators, sinks, showers, and stoves.

I have checked all of the above items as the last person leaving the room.

Student Name (Print Clearly) _____

Student Signature: _____

Date _____