RESIDENCE HALL CHECK-OUT
ROOM CLEANING CHECKLIST FOR RESIDENTS

1. All rooms are to be left clean. We consider “clean” to indicate the following has been done:
   - all walls wiped clean with a wet cloth
   - all beds and other furniture properly assembled (lofts left assembled)
   - all original furniture in the room
   - all personal items removed from walls, doors, ceiling and floor; desks and dresser(s) cleaned and wiped off
   - all waste paper and personal items out of room, floors swept and wet mopped
   - all bathrooms cleaned (for apartments and rooms with bath)
   - all stoves, ovens and refrigerators cleaned in apartments
   - all food removed from micro-fridge and micro-fridge cleaned and left set to LOW. Leave Victims Assistance and Community Health, and Buff Bus schedule magnets on fridge
   - all personal furniture removed
   - all decals, stickers, tape, etc., removed from doors, walls, ceilings and windows
   - all lumber and cinder blocks must be removed and stacked on the ground in designated areas outside your building. All other items should be placed inside the dumpster

   Cleaning supplies may be obtained from housekeeping staff or at the front office.

2. **Plan to check out with your RA.** Schedule a time **in advance**. Your checkout will take 15 to 20 minutes. Your RA will give you a Room Check Verification Form upon completion of the room check.

3. Do a **final check** of your room to make sure that:
   - all personal items are out; O.K. to leave extra hangers in the closet
   - all residence hall furniture is present (including area rugs where applicable)
   - window(s) are closed, locked, and drapes are closed
   - radiator/heater is turned to cool (and low fan speed where possible)
   - room light is turned off
   - the door is locked

4. Turn in the following items to the **hall office** or **checkout area** in order to complete your check-out:
   - the Room Check Verification Form from your RA
   - any items checked out from the office (iron, vacuum, broom, sports equipment, etc.)

   **Residents will turn in their mail box key to The UPS Store ONLY during open hours. It is recommended that this be done ASAP to prevent any delays. The UPS Store will charge for any unreturned mail box keys. Athens North residents will turn their mailbox keys into their community center/front desk after checking their mailbox.**

   **P.S. You must check out within 24 hours after your last final exam. Exceptions to this must be approved by your hall director or their designee.**