

Residence Hall Winter Closing Checklist

Residents are expected to depart campus within 24 hours of their last final. Failure to be out of the halls by noon the day after finals will result in a \$25.00/hour charge to the resident.

The last remaining resident of the room is responsible for scheduling an inspection with a member of in-hall staff, but all residents should participate in the completion of this entire checklist. This is a routine inspection to ensure all checklist items have been completed, and no sanitation or safety issues exist within the space.

Regardless of departure date, any resident completely checking out and leaving the University, must schedule a check-out appointment with a staff member.

Residential Life and Housing Staff will inspect your room to verify that items on this checklist are completed. In complete items will be addressed accordingly & policy violations will be documented.

Please complete all items on this list before checking out.

____ I have signed up for a checkout appointment through the [Housing Portal](#) if I am the last roommate to check out OR if I am departing the University at the conclusion of the semester.

____ I have cleaned out all perishable items from my refrigerator(s) and freezer(s) & know they will be inspected.

____ I have removed all open or perishable food items from my room. I acknowledge that any open or perishable food items found in my room after I leave will be thrown away.

____ I have unplugged and [appropriately defrosted](#) the University provided/my personal mini fridge.

____ I have unplugged all non-essential electrical cords and appliances in my room.

____ I have completed closed and locked the window(s) of my room & lowered the blinds.

____ I have emptied the trash and recycling bins in my room & cleaned out any liquids or residue.

____ I have cleaned all kitchen areas in my room. I have cleaned the microwave, refrigerator, countertops, sinks, and stove (where applicable).

____ I have cleaned all bathroom areas including mirrors, sinks, counters, showers, and toilets in my room.

____ I have no pets in my room.

____ I have removed all holiday decorations from my room, resident room décor, and common areas. There is nothing hanging from the fire sprinklers in my room.

____ I have left the setting of the heating unit or thermostat according to the criteria listed:
Deglman, Graves, Kenefick: LOW Davis, Heider, McGloin: 68° Swanson: N/A

____ I have moved my personal belongings and furniture away from the walls just a few inches for preventative pest control service.

____ I have moved my personal belongings, furniture, and other large items away from my HVAC unit, allowing easy access for maintenance to replace filters.

____ If I have a door mat outside of my room, I have put it inside the door.

____ I will close and lock the door to my bedroom/apartment upon leaving.

____ I will turn off all lights in my room upon leaving.

____ I will have packed any necessary documents & any medications I will need over break.

____ I acknowledge that Residential Life and Housing staff, Facilities Management staff, and University contractors will enter my room over winter break to perform health and safety inspections and routine maintenance.