

Residence Hall Spring Closing Checklist



Residents are expected to depart campus within 24 hours of their last final unless they have received approval for an extended stay. Failure to be out of the halls by noon the day after finals will result in a \$25.00/hour charge to the resident.

At the end of the spring semester, the last remaining resident of the room is responsible for scheduling an inspection with a member of in-hall staff. In preparation for this checkout appointment, all residents should participate in the completion of this entire checklist.

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 after you leave and will verify that items on this checklist are completed. Hall Staff will also report any policy violation(s) that violate the expectations set forth in the Student Handbook. Damage charges or improper check out charges will be assessed upon the conclusion of room inspections.

Please complete all items on this list before checking out.

_____ I have signed up for a checkout appointment through the [Housing Portal](#) OR will complete an express checkout with my RA if I am not the last roommate to check out.

_____ I have completely closed and locked the window(s) of my room.

_____ I have emptied my room and hall of all my personal belongings and furniture, including personal carpets and rugs.

_____ I have cleared my room of all trash and debris, swept it clean (and have NOT swept into the hallway), and vacuumed all carpets.

_____ I have emptied the trash and recycling bins in my room, and I have removed all trash from my room.

_____ I have removed all tape, nails, scuff marks, and graffiti from floors, desks, counters, shelves, drawers, cabinets, and storage areas.

_____ I have left all Command Strips, tape, and other adhesives on my wall and ceiling for Creighton staff to remove. I understand if I remove these items and cause damage, I may be responsible for the cost of repairs.

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

_____ I have cleaned out all perishable items from my refrigerator(s), freezer(s) and room space.

_____ I have unplugged and [appropriately defrosted](#) my mini fridge and microwave. (Kiewit, Swanson, Deglman, McGloin)

_____ I have cleaned all bathroom areas including mirrors, sinks, counters, showers, and toilets in my room (where applicable).

_____ I have returned my entire room to its original check-in condition, including all furnishings returned to the room.

_____ I have left the setting of the heating unit or thermostat according to the criteria listed, listed below, for my residence hall: Deglman, Kiewit, Kenefick: LOW
Davis, Heider, McGloin, Swanson: N/A

_____ I have returned my Cox Cable box to the campus drop-off location or a Cox Cable Solution Store. (Cox will fine \$250 for unreturned cable boxes)

_____ I will return my room key & mailbox key (if applicable) to the hall staff.

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

_____ I will close and lock the door to my room upon leaving.