

# Residence Hall Closing Checklist

Residents are expected to depart campus within 24 hours of their last final. All residents must be out of their rooms and out of the residence hall no later than Noon on Wednesday, May 11, 2022, unless they have received approval for an extended stay. Failure to be out of the hall by this time will result in a \$25.00 per hour fine to the resident. In preparation for move-out, all residents should participate in the completion of this entire checklist.

Hall Staff will inspect your room at the time of your closing appointment, as well as after your departure to verify all items on this checklist have been completed. **Hall Staff will also report any policy violation(s) that violate the expectations set forth in the Student Handbook.** If you have room damages, or charges from failing to adequately clean your room, expectations of the damage billing and collection process will be communicated from the Residential Life and Housing Office.

## 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.
- 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 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, including my microwave, stove, and refrigerator, making them ready for re-use.
- If I have a microfridge in my room (Kiewit, Swanson, Deglman, McGloin), I have cleaned the microwave and cleaned & appropriately defrosted my fridge, ensuring any water as a result from defrosting has been cleaned up.
- I have cleaned all bathroom areas including mirrors, sinks, counters, showers, and toilets in my room. (if applicable).
- I have emptied the trash and recycling bins in my room, and I have removed all trash and perishable food items from my room.
- 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 COMPLETELY CLOSED AND LOCKED THE WINDOW(S) OF MY ROOM.
- 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.