Complete the Resident Move-Out Checklist below prior to your departure:

☐ Empty and clean microfridges/refrigerators.

☐ Take any personal items you need for the break. This includes valuables, medications, plants, fish, and text books/course material(s).

☐ Remove any personal items from the floor and move any items away from the heater.

☐ Unplug all electronics except microfridges/refrigerators.

☐ Take all trash, compost, and recycling to designated areas.

☐ Close and lock all windows.

☐ Set thermostat to 65 degrees in auto when leaving.

☐ Turn off all lights and close the blinds.

☐ Close and lock door to your room/suite.

☐ Empty your mailbox and pick up any packages from the front desk.

Once all items above are complete, check out at your front desk or with your RA/CA.