

# Resident Move-Out Checklist

The following are tasks to be completed prior to your departure:

- ☐ Return furniture to its original position. All furniture must be present upon checkout.
- ☐ Wipe down and clean all furniture, including wardrobe shelves and desk drawers.
- ☐ Sweep, mop and/or vacuum floor.
- ☐ Remove all personal items from walls and doors. Leave 3M tape and Command Strips on walls for Ohio State staff to remove.

### Bathroom, if applicable

- ☐ Wipe down countertops, shelves, fixtures and shower.
- ☐ Sweep and mop floor.

### Kitchen, if applicable

- ☐ Clean all kitchen appliances, floors, countertops and cabinets.
- ☐ Clean out and wipe down Fridge but do not unplug.

### Miscellaneous items

- ☐ Remove your bike from the designated storage space. No longer need your bike? reCYCLE it with the Buckeye Bike Hub! Schedule your hassle-free drop off at <https://go.osu.edu/bikerecycle>
- ☐ Remove all personal items from the building. This includes any carpets that have been purchased during the year.
- ☐ Take out all trash and recycling to designated areas.
- ☐ Empty and clean trashcan and recycling bin.
- ☐ Clean out your mailbox and pick up any packages from the mail room.
- ☐ Drop off donated items in the designated area.
- ☐ Make sure your window is closed and latched.
- ☐ Turn off all lights and close the blinds.
- ☐ Lock door to your room/apartment.
- ☐ Students are encouraged to document the status of their room in photographs prior to checking out.
- ☐ Return your exterior fob and your room fob. One person from your apartment or suite should also return the mail key.

### Please note

Make sure you take all your belongings. Anything left behind will be disposed of at your expense.

Any items not found to be in working, clean or satisfactory condition could incur charges.

These charges begin at \$35 for anything including staff labor. Any fobs or keys not returned will incur a charge starting at \$55.

If the above process is not followed during check out, additional charges could occur.