Resident Move-Out Checklist

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

☐ Clean, defrost, and disconnect MicroFridge. Leave doors open. MicroFridge should be completely defrosted at check-out. This could take up to a day to complete.

☐ Return furniture to its original position. All university furniture must be present upon checkout.

☐ Wipe down and clean all university 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.

Miscellaneous items

☐ Remove your bike from the designated storage space.

☐ 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.

☐ Any box fans provided by the University are yours to keep.

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

☐ 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/suite.

☐ Students are encouraged to document the status of their room in photographs prior to checking out.

☐ Once all items above are complete, go to your front desk to continue your final checkout process.

☐ Turn in brass keys and any temp BuckIDs at the front desk if they were issued to you.

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 keys not returned will incur a charge starting at $150.

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

Once the checkout process is complete, building and room access will be removed from you BuckID.

THE OHIO STATE UNIVERSITY
OFFICE OF STUDENT LIFE